

Software Agilities (S)



#	Partial List of the Most Popular Courses
S01	Time Management with Microsoft Outlook
S02	Introduction to Microsoft Visio
S03	Microsoft Visio (level 2)
S04	Introduction to Microsoft Project
S05	Microsoft Project Management (level 2)
S06	Adobe Acrobat (level 1 and forms)
S07	Microsoft Excel (level 1,2,3 and 4)
S08	Introduction to Microsoft PowerPoint
S09	Microsoft PowerPoint (level 2)
S10	Introduction to Microsoft Access
S11	Advanced Database Design with Microsoft Access
Sxx	Other courses available on demand

Other courses are available on demand. Classroom delivery can be complemented by mentoring and/or coaching as well as technical support when required.

For more information, the following pages contain a detailed course outline of each course.

Samson & Associates can deliver training on all the Microsoft products, namely:

Microsoft Office Library

Access 2007 Advanced	Outlook 2007 Advanced	SharePoint Designer 2007 Essentials
Access 2007 Essentials	Outlook 2007 Essentials	SharePoint Designer 2010 Essentials
Access 2010 Advanced	Outlook 2010 Advanced	Visio 2007 Advanced
Access 2010 Essentials	Outlook 2010 Essentials	Visio 2007 Essentials
Access 2010 Expert	Outlook 2010 Expert	Visio 2010 Advanced
Access 2013 Advanced	Outlook 2013 Advanced	Visio 2010 Essentials
Access 2013 Essentials	Outlook 2013 Essentials	Windows 7 Essentials
Access 2013 Expert	Outlook 2013 Expert	Windows 8 Essentials
Excel 2007 Advanced	Outlook 365 Essentials	Word 2007 Advanced
Excel 2007 Essentials	PowerPoint 2007 Advanced	Word 2007 Essentials
Excel 2010 Advanced	PowerPoint 2007 Essentials	Word 2010 Advanced
Excel 2010 Essentials	PowerPoint 2010 Advanced	Word 2010 Essentials
Excel 2010 Expert	PowerPoint 2010 Essentials	Word 2010 Expert
Excel 2013 Advanced	PowerPoint 2010 Expert	Word 2013 Advanced
Excel 2013 Essentials	PowerPoint 2013 Advanced	Word 2013 Essentials
Excel 2013 Expert	PowerPoint 2013 Essentials	Word 2013 Expert
Excel 365 Essentials	PowerPoint 2013 Expert	Word 365 Essentials
Groove 2007 Essentials	PowerPoint 365 Essentials	
InfoPath 2007 Advanced	Project 2007 Advanced	
InfoPath 2007 Essentials	Project 2007 Essentials	
InfoPath 2010 Advanced	Project 2010 Advanced	
InfoPath 2010 Essentials	Project 2010 Essentials	
InfoPath 2010 Expert	Project 2010 Expert	
Lync 365 Essentials	Publisher 2007 Advanced	
OneNote 2007 Advanced	Publisher 2007 Essentials	
OneNote 2007 Essentials	Publisher 2010 Advanced	
OneNote 2010 Advanced	Publisher 2010 Essentials	
OneNote 2010 Essentials	Publisher 2013 Advanced	
OneNote 2013 Advanced	Publisher 2013 Essentials	
OneNote 2013 Essentials	SharePoint 365 Essentials	
OneNote 365 Essentials		

The next page contains an example of a course outline for Microsoft Excel 2013.

Course Title: S07 - Microsoft Excel 2013 (essentials, advanced and expert)

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-18)

Course objectives and summary content for:

Excel 2013 Essentials - At the end of this workshop, you should be able to:

- Open and create Excel workbook files;
- Use the 2013 interface;
- Enter and edit data in a variety of ways;
- Understand basic formulas and functions;
- Use the Quick Analysis features new to the 2013 version;
- Format worksheets and data;
- Print and share workbooks.

Excel 2013 Advanced - At the end of this workshop, you should be able to:

- Use SmartArt and other objects in worksheets;
- Trace precedent cells and dependent cells, as well as use other auditing tools;
- Create and work with charts;
- Create Pivot Tables and Pivot Charts;
- Record and run macros;
- Solve formula errors;
- Use What If Analysis tools;
- Use tools to manage rows, columns, duplicates, and validation;
- Group and outline data.

Excel 2013 Expert - At the end of this workshop, you should be able to:

- Understand permissions, versions, and Excel Options;
- Track changes and share workbooks;
- Perform advanced formula auditing and calculation;
- Create arrays;
- Create additional ways to run a macro;
- Create a form using a variety of controls;
- Use trend lines, secondary axes and chart templates;
- Work with slicers in PivotTables;
- Create and manipulate a PowerView sheet;
- Analyze data using multiple tables.

Target Audience:

Anybody interested into improving their knowledge and skills working with Excel.

Methodology:

Demonstration, navigation and hands-on trials with the software.