



the office box.com.au course schedule

Our course outlines are 1 and 2 hour sessions (all courses 1 hour unless stated) that are designed to be delivered “presentation style” with an instructor guiding attendees through scenario based examples of how to best achieve the desired results using Microsoft products.

We can further customise these courses to meet your requirements.

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Power BI 1 - Create a dashboard on powerbi.com

This introductory course is targeted at business users who want to take their data visualisation skills to the next level using the Power BI service. If you're currently using Excel to produce reports and visualise data then this 2 hour course will walk you through the basics of creating online, interactive dashboards and reports.

At the end of this session you will be able to:

- Connect to the Power BI Service
- Connect to an Excel data source to Power BI
- Understand the Power BI interface
- Define the differences between data, reports and dashboards
- Describe the key elements of powerbi.com
- Create report visualisations
- Save a report
- Create a dashboard
- Pin report visualisations into a dashboard
- Use Q and A
- Share a dashboard

Power BI 2 - Model Data with the Power BI Desktop

Following on from Power BI 1 - create a dashboard on powerbi.com - this 2 hour course will build on your existing skills by showing you how to query difficult data sources (saving any manual, repetitive report formatting) and combine multiple data sources (removing the need to use lookup functions in Excel) using the Power BI Desktop application. The Power BI Desktop enables you to create Power BI reports that calculate quickly and analyse recordsets that exceed Excel's million row limit.

At the end of this session you will be able to:

- Understand why you need the Power BI Desktop and how it is used in the context of powerbi.com
- Navigate the Power BI Desktop
- Connect to one or more data sources
- Create relationships to build visualisations from separate data sources
- Save a pbix file or template
- Create report visualisations
- Use the query editor
- Create a calculated column
- Get your first look at DAX measures
- Publish your report to powerbi.com



Excel – Create your first workbook

This session assumes no prior knowledge of Excel and is ideal for those wishing to understand the basics concepts of creating or editing a simple Excel workbook.

At the end of this session you will be able to:

- Navigate the Excel environment
- Create and save a workbook
- Enter, edit and delete text/numbers and dates
- Modify data alignment, row and column widths
- Insert, delete and move rows and columns
- Select and apply formats to cell content
- Cut, copy and paste content
- Add, delete and rename sheets
- Basic printing settings and options

Excel – Functions 1 – Basics

If you have never used Excel's function and formula capabilities to perform calculations then this is the session for you.

At the end of this session you will be able to:

- Use the SUM, AVERAGE, COUNT, MIN and MAX functions
- Create a custom formula
- Understand Excel's order of operations
- Set relative and absolute references

Excel – Functions 2 – Conditional functions and lookups

Following on the basic functions course, this session adds to your knowledge by extending capabilities to stipulate conditions around what to calculate – removing the need to manually process data. Another common task in Excel is the process of looking up specific values within a data set. This session looks at Excel's most frequently utilised lookup functions.

At the end of this session you will be able to:

- Use the IF function
- Use SUMIF, COUNTIF, SUMIFS, COUNTIFS and AVERAGEIFS
- Work with named ranges
- Use LOOKUP and VLOOKUP
- Use INDEX and MATCH
- Understand OFFSET



Excel – Functions 3 – Nesting functions, miscellaneous functions and error trapping

To extend the capabilities of an Excel function to get the results you want you often need to “nest” one function inside another.

At the end of this session you will be able to:

- Understand why and when you need to nest functions
- Nest multiple IF functions
- Use AND and OR functions
- Nest other functions within ERRORIF to prevent worksheet errors
- Nest the SUM function within the ROUND function
- Use a number of text functions
- Use AGGREGATE

Excel – Visualise content with charts, sparklines and conditional formats

Converting numbers into visually appealing and efficiently readable visualisations makes complex data more accessible and easier to consume.

At the end of this session you will be able to:

- Create a chart
- Add and remove data from charts
- Apply chart formats
- Modify chart elements
- Insert Excel charts into other files
- Plot trends using sparklines
- Modify sparkline display options
- Apply conditional formats to data to easily identify characteristics within datasets
- Modify built in conditional formats
- Create custom conditional formats
- Copy conditional formats

Excel – Analyse data with pivot tables

Pivot tables are Excel’s most powerful data analysis and data summary tools for two major reasons: they are easy to create and produce results quickly.

At the end of this session you will be able to:

- Identify an Excel list (and understand Excel tables)
- Create a pivot table
- Add pivot table elements to build a summary table



- Edit pivot tables
- Rearrange pivot table items
- Set pivot table viewing options
- Group dates within a pivot table
- Create comparison data within a pivot table
- Use the GETPIVOTDATA function
- Create pivot charts
- Use filters and slicers

Excel – Organise worksheets using sort, filter, advanced filter and subtotal

Excel is an amazing tool for analysing data. Sort and Filter are some of the most commonly used features to re-organise information.

At the end of this session you will be able to:

- Perform a basic sort
- Apply multiple sort criteria
- Create a custom sort
- Turn on and use the Auto Filter
- Sort and filter by colour
- Apply custom filters
- Set filter criteria and use Advanced Filter
- Apply subtotals to sorted lists

Excel – Power shortcuts

For Excel novices and power users alike, this will be the best one hour session for those wanting to work faster and perform frequently used tasks more effectively. You might think you already know them all, but you don't!

At the end of this session you will be able to:

- Navigate workbooks and worksheets quickly
- Excel's top 5 shortcuts
- Understand Excel's double-click shortcuts
- Formula shortcuts
- Data entry shortcuts
- Quick Access Toolbar shortcuts
- Create charts
- Move content
- Edit content
- Use shortcuts to any command
- Work with Ctrl and Shift key shortcuts



Excel – Getting started with macros

Creating macros gives you the opportunity to automate time consuming and repetitive tasks – you just need to start the macro and the instructed tasks are performed. There are virtually no limits to what macros can do. This one hour session introduces macros and outlines what you can achieve to automate and speed up the processing of business as usual Excel tasks.

At the end of this session you will be able to:

- Understand the potential of using macros and how they work
- Record a simple Excel macro
- View and understand the macro code
- See how different ways of recording macros produce slightly different results
- Get help to improve and generate better, more useful macros
- Know some of the pitfalls to avoid

Excel – Optimising workbook performance

This session looks at some of the more common Excel workbook performance problems and how to solve them. The typical scenario is that Excel files are slow to open, slow to save, are too big to email or error when you try to perform normal activities such as inserting columns, accessing the file menu etc.

At the end of this session you will be able to:

- Improve the performance of formulas in workbooks
- Understand how named ranges can help, hinder and be removed
- Deal with unwanted formats and conditional formats
- Remove unused ranges within a workbook
- Locate and remove unwanted links
- Change file formats to optimise size and performance

Excel – Ask us anything

This session is set up by request. Contact your Data#3 Account Manager to get details and arrange.



Word – Power shortcuts

You think you know Word – come and see the shortcuts you don't know and speed up document production and remove some of the daily frustrations experienced by any Word user.

At the end of this session you will be able to:

- Complete almost all everyday Word tasks more efficiently
- Select content efficiently
- Add and remove formats
- Use keyboard shortcuts
- Customise the Quick Access toolbar
- Email a document as a PDF with one click
- Drag table columns and bullet points to exactly where you want them
- Rearrange content quickly and easily
- Much, much, more...

Word – Create a mail merge

Learn how to associate a data source with a Word document to generate mass mailouts and other document types. For example, if you have a list of clients and need to send them a personalised letter or email then this one hour session will guide you through the process.

At the end of this session you will be able to:

- Create and connect to a data list
- Use the mail merge wizard to create a merge
- Apply conditional merge options
- Understand merge output options – letter/envelope/labels
- Merge to email
- Limitations of the built in mail merge

Word – Use styles to simplify document management

Word is a styles driven programme – everything is simple when you create styled documents. If your "Word life" is complicated then spend an hour to learn how to produce high quality documents that are easy to edit and easy to manage.

At the end of this session you will be able to:

- Understand the benefits of Word styles
- Apply, modify and create styles
- Copy styles from one file to another
- Set style viewing/management settings
- Create a multi-level numbering style (that never breaks)



- Create a table of contents
- Create a cross reference

Word – Working with tables and tabs

If you work with Word (and/or use documents that are created by others) then you will have battled with tables and tabs at some stage. This session guides you through everything you need to know to work with and manage tables and tabs.

At the end of this session you will be able to:

- Understand the difference between tables and tabs
- Insert a table into a document
- Add content to a table
- Format table content
- Rearrange content
- Convert existing text into a table
- Sort table content
- Set table properties
- Add, rearrange and remove tabs using the ruler
- Add leader tabs

Word – Tracked changes, comparing documents and document protection

Learn how to set up tracked changes within a document so that changes made by you (and others) are clearly visible and can be selectively accepted and rejected. The session also walks you through document protection options to prevent others making changes to document content.

At the end of this session you will be able to:

- Know how Word's review options work
- Turn tracked changes on and off
- Understand the various tracked changes display options
- Accept and reject changes
- Add and remove comments
- Navigate between comments and other review items
- Compare the contents of two documents
- Combine two documents into a single document
- Mark a document as final



Word - Create Templates in Word and PowerPoint

This session outlines the process required to create templates in both Microsoft Word and PowerPoint so that templates are easy to use and work within organisational branding. The session is designed for template creators and administrators. A sound working knowledge of Word styles is assumed.

At the end of this session you will be able to:

- Create a custom theme colour and theme fonts
- Create a Theme
- Assign themes to templates
- Use building blocks to improve document reusability
- Create and build a Word template
- Understand how to use PowerPoint's slide master
- Create and build a PowerPoint template

Word - Quick Parts: Building Blocks, Document Properties and Fields

In this session you will learn how to create, use, edit and distribute "quick parts" – building blocks let you improve content re-usability, fields and document properties provide automatic document updates for items such as title, date as well as your own custom fields.

At the end of this session you will be able to:

- Differentiate between the options in Word's Quick Parts menu and know when to best use each option
- Add items to the building blocks gallery
- Modify, move and delete building blocks
- Using Word fields
- Using AutoText
- Editing and creating document properties
- Inserting document properties



PowerPoint – Create your first presentation

This session is designed for people with zero PowerPoint knowledge who want to be able to create simple presentations containing text and images.

At the end of this session you will be able to:

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Setup page and slide orientation
- Add new slides and set slide layout
- Rearrange slides
- Add text and apply formats
- Insert images onto slides
- View your presentation as a slide show
- Select presentation output options
- Print your presentation

PowerPoint – Inserting shapes, tables, charts, video and SmartArt

Progressing knowledge from the “PowerPoint – Create your first presentation” course, learn how to insert other graphical elements into your presentations.

At the end of this session you will be able to:

- Insert then move, group and rearrange shapes
- Simplify the alignment of shapes and other objects
- Create a table inside your presentation
- Add a chart to your presentation
- Insert, edit and display video content
- Create powerful visualisations using SmartArt graphics
- Insert screenshots easily

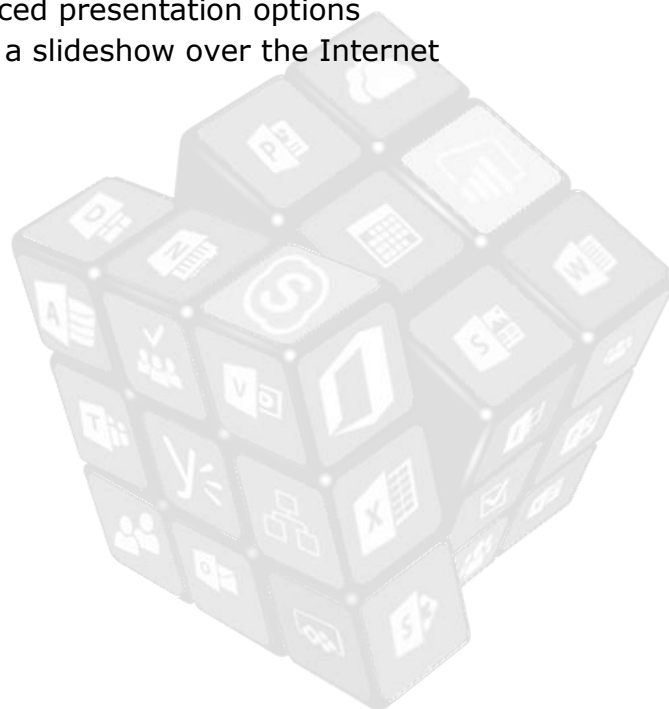


PowerPoint – Transitions, animations and presentation options

Transitions and animation add movement to your slides and can help make a PowerPoint presentation more dynamic, and help make information more memorable.

At the end of this session you will be able to:

- Understand the various animation and transition options
- Create and apply transitions to slide(s)
- Add three types of animation to a presentation
- Use timings on slide elements
- Adjust presentation options
- Set advanced presentation options
- Broadcast a slideshow over the Internet





Outlook – Productivity features

This one hour session focusses specifically on Outlook features that specifically target productivity improvements.

At the end of this session you will be able to:

- Ignore and cleanup options to automate the removal of unwanted email
- Turn on conversation view
- Create meetings fast
- Use quick steps to speed up processing and management of Outlook items
- Understand Categories
- Search quickly and easily
- Use virtual search folders
- Optimise the Outlook interface
- Insert screenshots into emails
- Overlay calendars
- Create calendar groups
- Use Outlook's best keyboard shortcuts

Outlook – Using the calendar, contacts, tasks and notes

There's more to Outlook than just mail. Learn how to set up meetings, manage tasks, create contacts and save notes.

At the end of this session you will be able to:

- Create and manage your contact list
- Set up meetings, Skype for Business meetings and appointments
- Use flags and the task list
- Create post-it notes in Outlook



OneNote – Create your first notebook

OneNote is one of Microsoft Office's best kept secrets. This one hour session will walk you through how you can start using OneNote for note taking and throw away your pen and paper.

At the end of this session you will be able to:

- Explore the OneNote Interface
- Create and save a notebook
- structure notebooks correctly
- Create sections and pages
- Enter and format notes
- Insert content – tables/images/recordings/screenshots
- Copy content into OneNote from other applications
- Reorganise content within or across notebooks
- Protect notebook content
- Search
- Copy text from an embedded image

OneNote – Managing meetings and collaboration

One of OneNote's best features is its integration with other programs. This session shows you how to collaborate using OneNote and focusses on the example of how you can use OneNote and Outlook together to improve meeting effectiveness.

At the end of this session you will be able to:

- Understand the links between OneNote and Outlook
- Create an Outlook meeting including a link to a OneNote notebook
- Create a meeting page template
- Tag content (and create custom tags)
- Assign Outlook tasks based on OneNote content
- Distribute and export OneNote content



Skype for Business – Basic concepts – Presence, IM, voice calls and beyond

This session is designed for users who have never used the Skype for Business environment and want to start experiencing the power of Microsoft's unified communications tool.

At the end of this session you will be able to:

- Understand and navigate the Skype for Business window
- Use presence
- Understand the integration between Skype for Business and other programs
- Find colleagues and add your own contacts and groups
- Start an instant message chat
- Start (or extend an IM chat) to a voice call
- Add and remove people into/from a call – conferencing
- Find previous conversations
- Extend the voice call to video
- Share your desktop
- Apply important Skype for Business settings

Skype for Business – Managing meetings, collaboration and sharing

This session is designed for meeting organisers and extends on from



Skype for Business – Basic concepts – Presence, IM, voice calls and beyond.

At the end of this session you will be able to:

- Create a Skype for Business meeting
- Set up Skype for Business meeting options (and why they're important)
- Share your desktop or specific content
- Assign control of screen and navigate between shared content
- Use whiteboards and polls
- Record and distribute meeting content
- Get tips for successful Skype for Business meetings
- Use Skype for Business apps





SharePoint – Basics

Get an overview of what SharePoint is and how it can be used. This is a session that assumes no prior SharePoint knowledge.

At the end of this session you will be able to:

- Articulate what SharePoint is and can be used for
- Navigate the SharePoint interface
- Create sites, libraries, lists and pages
- Update existing content
- Add content to document libraries - upload single/multiple files
- Search
- Work with Views (and not folders)
- Add an alert to a document (and remove it!)
- Delete content
- Locate and use the recycle bin

SharePoint – Editing web pages

Understand how to edit SharePoint web pages and see how to insert SharePoint content from other site locations into your pages.

At the end of this session you will be able to:

- Understand the different options for creating pages – web part and wiki
- Create and locate pages
- Edit pages
- Insert and use web parts
- Add images and media to pages

SharePoint – Working with document libraries

Document libraries in SharePoint do so much more than store content. This session shows you how to create libraries then customise them to meet the requirements of your team.

At the end of this session you will be able to:

- Co-author documents in a document library
- Create and add columns to lists and libraries
- Turn on versioning
- Understand how versioning works and how to publish versions
- Check-in/check-out files
- Share SharePoint content
- Use metadata search and filter
- Turn on and use out of the box workflows



SharePoint – SharePoint and Office integration

A lot of what we do in SharePoint is focussed on working with SharePoint and the Office products side-by-side. This session outlines where the integration exists and how you can get the most value from it.

At the end of this session you will be able to:

- View SharePoint content within Outlook
- Work with versioning inside Office files
- Use the comparison options in Word
- Save content to SharePoint libraries (from within the Office apps)
- Create offline versions of SharePoint libraries
- Integrate SharePoint lists and Excel
- Use Excel Services to publish content

