



Nomas Training Course Outlines 2010

Training Course Outlines 2010 *

COURSE	LEVEL	TOPICS		
MICROSOFT WORD	INTRODUCTION (1 Day)	<p>An Introductory course for new users of this package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Entering Text Automatic Procedures – AutoCorrect Moving / Deleting Text Page Setup – Margins, Orientation Creating Simple Tables </td> <td style="width: 50%; border: none;"> Formatting Text Moving Around A Document Printing Documents Headers & Footers - Basics Spell Check </td> </tr> </table>	Entering Text Automatic Procedures – AutoCorrect Moving / Deleting Text Page Setup – Margins, Orientation Creating Simple Tables	Formatting Text Moving Around A Document Printing Documents Headers & Footers - Basics Spell Check
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	INTERMEDIATE (1 Day)	<p>Users should have attended the MS Word Introduction course or be familiar with the 'basics'.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Creating on-line Forms Inserting Objects / Graphics Footnotes / Endnotes Formatting Complex Tables Numbered Lists / Multilevel Lists </td> <td style="width: 50%; border: none;"> Headers & Footers - Complex Page / Section Breaks Using Page Numbering Creating AutoText Using / Modifying Tabs </td> </tr> </table>	Creating on-line Forms Inserting Objects / Graphics Footnotes / Endnotes Formatting Complex Tables Numbered Lists / Multilevel Lists	Headers & Footers - Complex Page / Section Breaks Using Page Numbering Creating AutoText Using / Modifying Tabs
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ADVANCED (1 Day)	<p>It is assumed that you are a regular user of MS Word or have attended either of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Styles – Creating & Modifying Mail Merge Linking To Other MS Office Applications Document Protection </td> <td style="width: 50%; border: none;"> Creating Tables Of Contents Working With Tracking Changes Creating / Using Templates Creating / Using Macros </td> </tr> </table>	Styles – Creating & Modifying Mail Merge Linking To Other MS Office Applications Document Protection	Creating Tables Of Contents Working With Tracking Changes Creating / Using Templates Creating / Using Macros	
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* General guide to the topics that are covered. Courses can be tailored to suit specific requirements.

MICROSOFT EXCEL	INTRODUCTION (1 Day)	<p>An Introductory course for new users of this spreadsheet package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> What Is A Spreadsheet ? Opening / Saving Workbooks Increasing Column Width / Row Height AutoFill / AutoCorrect / AutoComplete Creating Graphs / Charts Cell Comments </td> <td style="width: 50%; vertical-align: top;"> Entering / Formatting Data Copying / Pasting Data Automatic Procedures Simple Formulae / Calculations Modifying Chart Data Set </td> </tr> </table>	What Is A Spreadsheet ? Opening / Saving Workbooks Increasing Column Width / Row Height AutoFill / AutoCorrect / AutoComplete Creating Graphs / Charts Cell Comments	Entering / Formatting Data Copying / Pasting Data Automatic Procedures Simple Formulae / Calculations Modifying Chart Data Set
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	INTERMEDIATE (1 Day)	<p>Users should have attended the MS Excel Introduction course or be familiar with the 'basics'.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Relative And Absolute References Data Form IF / MAX / MIN Functions Freeze Panes / Split Screen Charts – Adding Trendlines </td> <td style="width: 50%; vertical-align: top;"> Copying / Linking Worksheets & Workbooks Creating / Using Templates Conditional Formatting Sorting / Filtering Data Protecting Cells / Sheets </td> </tr> </table>	Relative And Absolute References Data Form IF / MAX / MIN Functions Freeze Panes / Split Screen Charts – Adding Trendlines	Copying / Linking Worksheets & Workbooks Creating / Using Templates Conditional Formatting Sorting / Filtering Data Protecting Cells / Sheets
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MICROSOFT ACCESS	INTRODUCTION (1 Day)	<p>An Introductory course for new users of this database package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> What Is A Relational Database ? Creating Database Tables Using Validation Rules Sorting & Filtering Data Designing And Setting Criteria Creating Reports </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> MS Access Concepts / Terminology Setting Data Types Using Lookup Fields Creating Select Queries Creating And Modifying Forms Designing And Modifying Reports </td> </tr> </table>	<ul style="list-style-type: none"> What Is A Relational Database ? Creating Database Tables Using Validation Rules Sorting & Filtering Data Designing And Setting Criteria Creating Reports 	<ul style="list-style-type: none"> MS Access Concepts / Terminology Setting Data Types Using Lookup Fields Creating Select Queries Creating And Modifying Forms Designing And Modifying Reports
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ADVANCED (1 Day)	<p>It is assumed that you are a regular user of MS Access or have attended either of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Building Relational Databases Bound And Unbound Controls Using Tab Pages Creating / Modifying Macros Designing Application Menus Setting Passwords / Start-Up Defaults </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Types Of Relationship Links Creating Calculated Controls Creating Option Groups Creating Command Buttons Compacting Databases Autoexec Macro </td> </tr> </table>	<ul style="list-style-type: none"> Building Relational Databases Bound And Unbound Controls Using Tab Pages Creating / Modifying Macros Designing Application Menus Setting Passwords / Start-Up Defaults 	<ul style="list-style-type: none"> Types Of Relationship Links Creating Calculated Controls Creating Option Groups Creating Command Buttons Compacting Databases Autoexec Macro 	
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MICROSOFT POWERPOINT	USER (1 Day)	<p>This course covers all aspects of creating a presentation.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Creating Slides</td> <td style="width: 50%;">Formatting Text</td> </tr> <tr> <td>Inserting Bullet Points</td> <td>Formatting Bullet Points</td> </tr> <tr> <td>Creating Tables</td> <td>Creating Graphs</td> </tr> <tr> <td>Creating Organisation Charts</td> <td>Adding Graphics</td> </tr> <tr> <td>Using Clipart</td> <td>Adding Animations</td> </tr> <tr> <td>Creating Slide Transitions</td> <td>Running A Slide Show</td> </tr> </table>	Creating Slides	Formatting Text	Inserting Bullet Points	Formatting Bullet Points	Creating Tables	Creating Graphs	Creating Organisation Charts	Adding Graphics	Using Clipart	Adding Animations	Creating Slide Transitions	Running A Slide Show
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ADVANCED (1 Day)	<p>Users should have attended the MS PowerPoint Introduction course or be familiar with the 'basics' of creating a presentation.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Creating / Using Templates</td> <td style="width: 50%;">Using Action Buttons</td> </tr> <tr> <td>Portrait / Landscape Slides</td> <td>Setting Slide Timings</td> </tr> <tr> <td>Creating 'Looped' Presentation</td> <td>Export Outlines to MS Word</td> </tr> <tr> <td>Inserting Movie Files</td> <td>Adding Slide Sounds</td> </tr> </table> <p>Users will have the opportunity to create / design their own presentations & will be encouraged to bring material & content, in order to work on their presentation, to maximise the benefit of attending this training course.</p>	Creating / Using Templates	Using Action Buttons	Portrait / Landscape Slides	Setting Slide Timings	Creating 'Looped' Presentation	Export Outlines to MS Word	Inserting Movie Files	Adding Slide Sounds					
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MICROSOFT PROJECT	INTRODUCTION (1 Day)	<p>This course covers the procedures involved in planning and managing a project.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Creating / Linking Tasks Dependency Links Gantt / PERT Chart Monitoring A Project Printing & Reporting </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Filtering Data Working With Views Assigning Resources Resource Overallocation Monitoring Project Progress </td> </tr> </table>	<ul style="list-style-type: none"> Creating / Linking Tasks Dependency Links Gantt / PERT Chart Monitoring A Project Printing & Reporting 	<ul style="list-style-type: none"> Filtering Data Working With Views Assigning Resources Resource Overallocation Monitoring Project Progress
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	INTERMEDIATE (1 Day)	<p>A working knowledge of MS Project is assumed or prior attendance on an MS Project Introductory course.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Deadline Dates Assign Resource Calendars Critical Path Inserting Data Fields Outlining Tasks Find Slack In Projects </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Setting Constraints Setting Lag / Lead Time Levelling Projects Effort Driven Tasks Tracking Projects / Baseline Project Costs Planned v Actual </td> </tr> </table>	<ul style="list-style-type: none"> Deadline Dates Assign Resource Calendars Critical Path Inserting Data Fields Outlining Tasks Find Slack In Projects 	<ul style="list-style-type: none"> Setting Constraints Setting Lag / Lead Time Levelling Projects Effort Driven Tasks Tracking Projects / Baseline Project Costs Planned v Actual
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<p>MICROSOFT FRONTPAGE</p>	<p>USER (1 Day)</p>	<p>This course covers the procedures involved in planning and managing a company intranet / internet site.</p> <p>Content ;</p> <table border="0"> <tr> <td data-bbox="826 328 1196 584"> <ul style="list-style-type: none"> Creating a Home Page Applying Text Formatting Apply a Background Image Adding Hyperlinks to Pages Using the Drawing Tools Editing a Table Structure Using Frames Creating Navigation Menus </td> <td data-bbox="1473 328 1843 584"> <ul style="list-style-type: none"> Adding Text to a Page Modifying a Page Layout Adding Pages Adding a Picture to a Page Inserting a Table Formatting a Table Modifying Frames Manage Web Folders / Files </td> </tr> </table>	<ul style="list-style-type: none"> Creating a Home Page Applying Text Formatting Apply a Background Image Adding Hyperlinks to Pages Using the Drawing Tools Editing a Table Structure Using Frames Creating Navigation Menus 	<ul style="list-style-type: none"> Adding Text to a Page Modifying a Page Layout Adding Pages Adding a Picture to a Page Inserting a Table Formatting a Table Modifying Frames Manage Web Folders / Files
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<p>MICROSOFT VISIO</p>	<p>USER (1 Day)</p>	<p>This course covers all aspects of using this technical drawing package.</p> <p>Content ;</p> <table border="0"> <tr> <td data-bbox="826 997 1218 1252"> <ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Organisation Charts </td> <td data-bbox="1473 997 1899 1252"> <ul style="list-style-type: none"> Adding Connectors Inserting Graphics Pan & Zoom Feature Creating Stencils / Shapes Using Layers Distributing Objects Size & Position Window Copying To MS Office Packages </td> </tr> </table>	<ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Organisation Charts 	<ul style="list-style-type: none"> Adding Connectors Inserting Graphics Pan & Zoom Feature Creating Stencils / Shapes Using Layers Distributing Objects Size & Position Window Copying To MS Office Packages
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<p>MICROSOFT OUTLOOK</p>	<p>USER (½ Day)</p>	<p>This course covers all aspects of using an electronic mail / diary system.</p> <p>Content ;</p> <table border="0"> <tr> <td>Create / Send Electronic Mail</td> <td>Store Messages</td> </tr> <tr> <td>Read A Mail Message</td> <td>Delete Messages</td> </tr> <tr> <td>Reply To A Message</td> <td>Using The Calendar</td> </tr> <tr> <td>Forward A Message</td> <td>Create An Appointment</td> </tr> <tr> <td>Add An Attachment</td> <td>Create A Recurring Appointment</td> </tr> <tr> <td>View An Attachment</td> <td>Print Out Your Calendar</td> </tr> </table>	Create / Send Electronic Mail	Store Messages	Read A Mail Message	Delete Messages	Reply To A Message	Using The Calendar	Forward A Message	Create An Appointment	Add An Attachment	Create A Recurring Appointment	View An Attachment	Print Out Your Calendar						
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<p>MICROSOFT WINDOWS</p>	<p>USER (½ Day)</p>	<p>This course covers the procedures involved in using the MS Windows environment.</p> <p>Content ;</p> <table border="0"> <tr> <td>Use The Windows Desktop</td> <td>Using Windows Explorer</td> </tr> <tr> <td>Understand The Recycle Bin</td> <td>What Are Folders ?</td> </tr> <tr> <td>Use The Start Button</td> <td>Create A New Folder</td> </tr> <tr> <td>Use the Taskbar</td> <td>Saving Files</td> </tr> <tr> <td>Start And Exit A Program</td> <td>Move / Copy A File</td> </tr> <tr> <td>Understand The Window Features</td> <td>Deleting Files</td> </tr> <tr> <td>Using The Documents Menu</td> <td>Sorting Files</td> </tr> <tr> <td>Move / Re-size Windows</td> <td>Finding Files</td> </tr> <tr> <td>Maximise/Minimise Windows</td> <td></td> </tr> </table>	Use The Windows Desktop	Using Windows Explorer	Understand The Recycle Bin	What Are Folders ?	Use The Start Button	Create A New Folder	Use the Taskbar	Saving Files	Start And Exit A Program	Move / Copy A File	Understand The Window Features	Deleting Files	Using The Documents Menu	Sorting Files	Move / Re-size Windows	Finding Files	Maximise/Minimise Windows	
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<p style="text-align: center;">DRAGON NATURALLY SPEAKING (DNS)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers the use of voice activated software to type your documents, reports & e-mails.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>How Do You Dictate Using DNS ? Creating DNS Commands Using DNS With MS Word / E-mail Viewing The Vocabulary Dictating Dates / Numbers</p> </td> <td style="width: 50%; border: none;"> <p>How To Correct Errors Adding Phrases Or Abbreviations Using Templates & Other Word Features Dictating 'Ordinary' Text Using The Vocabulary Builder</p> </td> </tr> </table> <p>Users generally undertake a full 1-day course & often find a 2nd day useful (some time after the initial training) to review problems / discuss dictation options etc.</p>	<p>How Do You Dictate Using DNS ? Creating DNS Commands Using DNS With MS Word / E-mail Viewing The Vocabulary Dictating Dates / Numbers</p>	<p>How To Correct Errors Adding Phrases Or Abbreviations Using Templates & Other Word Features Dictating 'Ordinary' Text Using The Vocabulary Builder</p>
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