

Nomas Training

Course Outlines

Training Course Outlines *

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
	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		
	INTERMEDIATE (1 Day)	<p>Users should have attended an 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 Forms Inserting Objects / Graphics Formatting Complex Tables Numbered Lists Working With Indents / Hanging </td> <td style="width: 50%; border: none;"> Headers & Footers - Complex Page / Section Breaks / Page Numbering Creating AutoText Using / Modifying Tabs </td> </tr> </table>	Creating Forms Inserting Objects / Graphics Formatting Complex Tables Numbered Lists Working With Indents / Hanging	Headers & Footers - Complex Page / Section Breaks / 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 Using Mail Merge Using Watermarks / Captions Footnotes / Endnotes / Fields Document Protection </td> <td style="width: 50%; border: none;"> Creating Table Of Contents Working With Tracking Changes Using Outline Numbering Creating / Using Templates Creating / Modifying Macros </td> </tr> </table>	Styles – Creating & Modifying Using Mail Merge Using Watermarks / Captions Footnotes / Endnotes / Fields Document Protection	Creating Table Of Contents Working With Tracking Changes Using Outline Numbering Creating / Using Templates Creating / Modifying 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%; border: none;"> 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%; border: none;"> Entering / Formatting Data Copying / Pasting Data Automatic / Keyboard Shortcuts Simple Formulae / Calculations Creating / Using Templates </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 / Keyboard Shortcuts Simple Formulae / Calculations Creating / Using Templates
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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%; border: none;"> Building Formulae Splitting / Combining Cell Content IF / COUNTIF / VLOOKUP Functions Freeze Panes / Split Screen Creating Pivot Tables Creating Nested Formulae </td> <td style="width: 50%; border: none;"> Relative And Absolute References Copying / Linking Worksheets & Workbooks Conditional Formatting - Basics Sorting / Filtering Data Protecting Cells / Sheets Creating Combination Charts </td> </tr> </table>	Building Formulae Splitting / Combining Cell Content IF / COUNTIF / VLOOKUP Functions Freeze Panes / Split Screen Creating Pivot Tables Creating Nested Formulae	Relative And Absolute References Copying / Linking Worksheets & Workbooks Conditional Formatting - Basics Sorting / Filtering Data Protecting Cells / Sheets Creating Combination Charts
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ADVANCED (1 Day)	<p>It is assumed that you are a regular user of MS Excel or have attended one of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Named Ranges Creating Complex Nested Formulae SUMIF / DSUM / INDEX / MATCH Functions Using Date Functions / Formulae Pivot Tables - Advanced </td> <td style="width: 50%; border: none;"> Advanced Sorting / Filtering Data Data Validation Conditional Formatting - Advanced Customising Ribbon / Tabs Macros – Creating / Modifying / VBA </td> </tr> </table>	Named Ranges Creating Complex Nested Formulae SUMIF / DSUM / INDEX / MATCH Functions Using Date Functions / Formulae Pivot Tables - Advanced	Advanced Sorting / Filtering Data Data Validation Conditional Formatting - Advanced Customising Ribbon / Tabs Macros – Creating / Modifying / VBA	
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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;"> 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;"> MS Access Concepts / Terminology Setting Data Types Using Lookup Fields Creating Select Queries Creating And Modifying Forms Designing And Modifying Reports </td> </tr> </table>	What Is A Relational Database ? Creating Database Tables Using Validation Rules Sorting & Filtering Data Designing And Setting Criteria Creating Reports	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;"> 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;"> Types Of Relationship Links Creating Calculated Controls Creating Option Groups Creating Command Buttons Compacting Databases Autoexec Macro </td> </tr> </table>	Building Relational Databases Bound And Unbound Controls Using Tab Pages Creating / Modifying Macros Designing Application Menus Setting Passwords / Start-Up Defaults	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>Aligning Objects</td> <td>Using Clipart</td> </tr> <tr> <td>Adding Animations</td> <td>Creating Speaker Notes</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	Aligning Objects	Using Clipart	Adding Animations	Creating Speaker Notes	Creating Slide Transitions	Running A Slide Show
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PROFESSIONAL (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>Advanced Animations</td> <td>Creating Custom Shows</td> </tr> <tr> <td>Creating 'Looped' Presentation</td> <td>Export Outlines to MS Word</td> </tr> <tr> <td>Inserting Movie Files</td> <td>Adding Individual Slide Sounds</td> </tr> <tr> <td>Playing Sound Throughout A Presentation</td> <td>Copying Slides To A New Presentation</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	Advanced Animations	Creating Custom Shows	Creating 'Looped' Presentation	Export Outlines to MS Word	Inserting Movie Files	Adding Individual Slide Sounds	Playing Sound Throughout A Presentation	Copying Slides To A New Presentation			
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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;"> Creating / Linking Tasks Dependency Links Gantt / PERT Chart Monitoring A Project Printing & Reporting </td> <td style="width: 50%; border: none;"> Filtering Data Working With Views Assigning Resources Resource Overallocation Monitoring Project Progress </td> </tr> </table>	Creating / Linking Tasks Dependency Links Gantt / PERT Chart Monitoring A Project Printing & Reporting	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;"> Deadline Dates Assign Resource Calendars Critical Path Inserting Data Fields Outlining Tasks Find Slack In Projects </td> <td style="width: 50%; border: none;"> Setting Constraints Setting Lag / Lead Time Levelling Projects Effort Driven Tasks Tracking Projects / Baseline Project Costs Planned v Actual </td> </tr> </table>	Deadline Dates Assign Resource Calendars Critical Path Inserting Data Fields Outlining Tasks Find Slack In Projects	Setting Constraints Setting Lag / Lead Time Levelling Projects Effort Driven Tasks Tracking Projects / Baseline Project Costs Planned v Actual
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ADVANCED (1 Day)	<p>A good working knowledge of MS Project is assumed & ideally prior attendance on an MS Project course.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Setting / Changing / Assigning Calendars Task Types – Work / Duration / Units Inserting Custom Fields Working with Multiple Projects Sharing Resources Customising Ribbon / Tabs </td> <td style="width: 50%; border: none;"> Templates Linking Projects Customising Reports Cross Tab Reports Import / Export To Excel Creating Macros </td> </tr> </table>	Setting / Changing / Assigning Calendars Task Types – Work / Duration / Units Inserting Custom Fields Working with Multiple Projects Sharing Resources Customising Ribbon / Tabs	Templates Linking Projects Customising Reports Cross Tab Reports Import / Export To Excel Creating Macros	
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<p>MICROSOFT ONENOTE</p>	<p>USER (½ Day)</p>	<p>This course covers the concepts of organising notes / information, into a digital notebook, using Microsoft OneNote</p> <p>Content ;</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> Creating a NoteBook Add / Edit Notes Inserting Links To Files Adding Graphical Content Inserting & Recording Videos Using & Creating Template Pages Integration With Outlook Tasks Inserting & Using Tags Sharing A Notebook Viewing User Changes Applying Section Passwords </td> <td> <ul style="list-style-type: none"> Create New Pages Create New Sections Inserting Links To Web Pages Using / Editing Tables Inserting File Printouts Dock To Desktop Feature Incorporating E-Mail Content Searching A NoteBook Collaborating With Other Users Synchronising Changes </td> </tr> </table>	<ul style="list-style-type: none"> Creating a NoteBook Add / Edit Notes Inserting Links To Files Adding Graphical Content Inserting & Recording Videos Using & Creating Template Pages Integration With Outlook Tasks Inserting & Using Tags Sharing A Notebook Viewing User Changes Applying Section Passwords 	<ul style="list-style-type: none"> Create New Pages Create New Sections Inserting Links To Web Pages Using / Editing Tables Inserting File Printouts Dock To Desktop Feature Incorporating E-Mail Content Searching A NoteBook Collaborating With Other Users Synchronising Changes
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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> <ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Flow / Organisation Charts Creating Network Diagrams Designing / Using Timelines </td> <td> <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 Creating Office / Floor Plans </td> </tr> </table>	<ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Flow / Organisation Charts Creating Network Diagrams Designing / Using Timelines 	<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 Creating Office / Floor Plans
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<p>MICROSOFT PUBLISHER</p>	<p>USER (1 Day)</p>	<p>This course covers all aspects of using this desktop publishing package.</p> <p>Content ;</p> <table border="0"> <tr> <td>Using Standard Templates</td> <td>Creating A 1-Page Flyer</td> </tr> <tr> <td>Creating A 2-Panel Booklet</td> <td>Creating a 3-Panel Brochure</td> </tr> <tr> <td>Working With Text</td> <td>Connecting Text Boxes</td> </tr> <tr> <td>Dealing With Text Overflow</td> <td>Working With Styles</td> </tr> <tr> <td>Adding Photographs</td> <td>Using The Content Library</td> </tr> <tr> <td>Layering Text & Graphics</td> <td>Creating Watermarks</td> </tr> <tr> <td>Grouping Objects</td> <td>Using Layout & Ruler Guides</td> </tr> <tr> <td>Creating Tables</td> <td>Adding Rows / Columns</td> </tr> <tr> <td>Merging Table Cells</td> <td>Adding / Deleting Pages</td> </tr> <tr> <td>Using Master Pages</td> <td>Printing Publications</td> </tr> </table>	Using Standard Templates	Creating A 1-Page Flyer	Creating A 2-Panel Booklet	Creating a 3-Panel Brochure	Working With Text	Connecting Text Boxes	Dealing With Text Overflow	Working With Styles	Adding Photographs	Using The Content Library	Layering Text & Graphics	Creating Watermarks	Grouping Objects	Using Layout & Ruler Guides	Creating Tables	Adding Rows / Columns	Merging Table Cells	Adding / Deleting Pages	Using Master Pages	Printing Publications
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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 style="text-align: center;">VBA (EXCEL)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Introducing Visual Basic for Applications Editing a Macro in the Visual Basic Editor Creating a Sub Procedure Understanding Data Types Using Input Boxes Using the If...End If Decision Structures Using the Do...Loop Structure Error Trapping / Break Points </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Recording / Running a Macro Creating a Standard Module Declaring Variables Using Message Boxes Designing Structures Using the Select Case Structure Using the For...Next Structure Stepping Through a Procedure </td> </tr> </table>	<ul style="list-style-type: none"> Introducing Visual Basic for Applications Editing a Macro in the Visual Basic Editor Creating a Sub Procedure Understanding Data Types Using Input Boxes Using the If...End If Decision Structures Using the Do...Loop Structure Error Trapping / Break Points 	<ul style="list-style-type: none"> Recording / Running a Macro Creating a Standard Module Declaring Variables Using Message Boxes Designing Structures Using the Select Case Structure Using the For...Next Structure Stepping Through a Procedure
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<p style="text-align: center;">VBA (EXCEL)</p>	<p style="text-align: center;">PROFESSIONAL (1 Day)</p>	<p>This course covers more advanced aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Creating / Designing User Forms Filling a ListBox / ComboBox Option Buttons / Checkboxes Using Calendar Controls Creating Run Time Events Creating User Defined Functions </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Filling UserForm Controls Validating User Inputs Multi-Page Control Passing Form Values Into Excel Automatically Running Code Exchange Data With External Applications </td> </tr> </table> <p>Ideally, this course would allow time for the Users to develop their own Code, in a Spreadsheet, which they bring along to the training day.</p>	<ul style="list-style-type: none"> Creating / Designing User Forms Filling a ListBox / ComboBox Option Buttons / Checkboxes Using Calendar Controls Creating Run Time Events Creating User Defined Functions 	<ul style="list-style-type: none"> Filling UserForm Controls Validating User Inputs Multi-Page Control Passing Form Values Into Excel Automatically Running Code Exchange Data With External Applications
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<p style="text-align: center;">VBA (ACCESS)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Introducing Visual Basic for Applications Converting a Macro To VBA Understanding Data Types Designing Navigation Forms Code - Updating Records Creating User Defined Menus Understanding / Using Conditions </td> <td style="width: 50%; border: none;"> Creating / Running a Macro Using / Declaring Variables Using Message Boxes Creating Command Buttons Code - Running Reports The Autoexec Macro Using Calendar Controls </td> </tr> </table>	Introducing Visual Basic for Applications Converting a Macro To VBA Understanding Data Types Designing Navigation Forms Code - Updating Records Creating User Defined Menus Understanding / Using Conditions	Creating / Running a Macro Using / Declaring Variables Using Message Boxes Creating Command Buttons Code - Running Reports The Autoexec Macro Using Calendar Controls
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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>
<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>			

Contact Details :

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Tel : 01661 820 960 • e-mail : info@nomas.co.uk • Web : www.nomas.co.uk