Training Course Catalog

Course Descriptions and Outlines

September 2016

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Lync 2013

Office 2013

Office 2016

Office 365

OneNote 2013

OneNote 2016

Outlook 2013

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2016-09-15

PowerPoint 2013

SharePoint 2010

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Skype for Business 2015

WebEx

Windows 7

Word 2013

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Access 2013 - Introduction

Course ID MS-ACC-150-100   **Course Level** Introduction

This course teaches students the fundamentals of using Access 2013. Students will learn basic database terms and design concepts, how to plan and create a database, work with tables, create queries with simple and complex criteria, use forms, filter records, and generate reports. Students will learn how to use both the built-in wizards to design database objects, as well as create the objects from scratch.

1. Getting Started
    1. Database concepts
    2. Exploring the Access environment
2. Databases and Tables
    1. Planning and designing databases
    2. Exploring tables
    3. Creating tables
3. Fields and Records
    1. Changing the design of a table
    2. Finding and editing records
    3. Organizing records
4. Data Entry Rules
    1. Setting field properties
    2. Working with input masks
    3. Setting validation rules
5. Table Relationships
    1. Relating tables
    2. Implementing referential integrity
6. Basic Queries
    1. Creating and using queries
    2. Modifying query results
    3. Performing operations in queries
7. Using Forms
    1. Creating forms
    2. Using design view
    3. Sorting and filtering records
8. Working with Reports
    1. Creating reports
    2. Modifying and printing reports

Access 2013 - Understanding and Using Access Databases

Course ID MS-ACC-150-110   **Course Level** Introduction

This course is a high-level overview of the purpose and use of Access databases in a business environment. In this session, students will learn the definition of a relational database, how Access serves as a relational database, when to use Excel versus when to use Access, definitions and examples of common database objects, navigating an Access database, and see demonstrations of basic database creation.

1. Defining Access
    1. What is a relational database?
    2. What is Access?
    3. Access as a relational database
    4. Excel vs. Access
    5. Deciding to move to Access
2. Understanding the Components of a Database
    1. Tables
    2. Queries
    3. Forms
    4. Reports
    5. Macros
3. Navigating the Access Environment
    1. Using the Ribbon
    2. Using the navigation pane
    3. Using backstage view
    4. Using the properties pane
4. Creating a Database
    1. Opening an existing database
    2. Creating a database from a template
    3. Creating a database from scratch

Access 2013 - Designing and Working with Tables

Course ID MS-ACC-150-210   **Course Level** Intermediate

In this course, students will build upon the skills learned in Access Introduction to further enhance a database, with a primary concentration on topics related to tables. Topics include understanding how to normalize data, creating relationships between tables, implementing referential integrity, creating and using Lookup tables, working with input masks, controlling data entry in tables using validation rules, setting the properties of tables, and how to import table data from outside sources.

1. Databases and Tables
    1. Planning and designing databases
    2. Exploring tables
    3. Creating tables
2. Fields and Records
    1. Changing the design of a table
    2. Finding and editing records
    3. Organizing records
3. Data Entry Rules
    1. Setting field properties
    2. Working with input masks
    3. Setting validation rules
4. Relational Databases
    1. Database normalization
    2. Relating tables
    3. Implementing referential integrity
5. Related Tables
    1. Creating lookup fields
    2. Modifying lookup fields
    3. Using subdatasheets
6. Importing, Exporting, and Linking
    1. Importing objects
    2. Exporting objects
    3. Linking Access objects
    4. Using hyperlink fields

Access 2013 - Designing and Working with Queries

Course ID MS-ACC-150-220   **Course Level** Intermediate

Queries are the "workhorse" of Access, performing calculations, retrieving and updating data, and selecting data from tables for custom forms and reports. This course will cover creating and using the seven basic types of queries in Access – Selection, Parameter, Crosstab, Make-Table, Update, Append, and Delete. Other topics include creating queries with horizontal and group totals calculations, changing query properties, joining tables, and creating calculated fields in a query.

1. Basic Queries
    1. Creating and using queries
    2. Modifying query results
    3. Performing operations in queries
2. Complex Queries
    1. Joining tables in queries
    2. Using calculated fields
    3. Summarizing and grouping values
3. Advanced Queries
    1. Creating crosstab queries
    2. Creating parameter queries
    3. Using action queries

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Access 2013 - Designing and Working with Forms

Course ID MS-ACC-150-230   **Course Level** Intermediate

Forms in Access are the primary object used for entering and editing data in a database. In this class, students will learn to use the various wizards to automatically create forms, as well as create forms from scratch using the Design View. Additional topics include creating advanced forms such a subforms and split forms, adding graphics, calculations, combo boxes, and unbound controls to forms, using grouped controls, setting properties of forms, and applying conditional formatting in a form.

1. Using Forms
    1. Creating forms
    2. Using design view
    3. Sorting and filtering records
2. Advanced Form Design
    1. Adding unbound controls
    2. Adding graphics
    3. Adding calculated values
    4. Adding combo boxes
    5. Advanced form types

Access 2013 - Designing and Working with Reports

Course ID MS-ACC-150-240   **Course Level** Intermediate

Reports in Access present data in an organized format that is suitable for either viewing on a screen or for printing. In this course, students will learn how to create reports using the Report Wizard, as well as create reports from scratch using the Design view. Students will learn how to modify their reports, including grouping, sorting, and filtering in a report. Customization options will also be addressed, including adding calculated values and functions, keeping report sections together, and changing the print layout of a report.

1. Working with Reports
    1. Creating reports
    2. Modifying reports
    3. Printing reports
2. Customizing Reports
    1. Customizing headers and footers
    2. Adding calculated values
    3. Printing special reports
    4. Creating labels

Acrobat 11 - Creating and Modifying Basic PDFs

Course ID AD-ACR-110-110   **Course Level** Introduction

In this session students will learn the basics of creating and modifying PDFs using Adobe Acrobat Pro. Topics include creating PDFs from Microsoft Office, creating PDFs using the Adobe PDF printer, combining multiple PDFs into a single PDF, arranging and moving pages in a PDF, inserting and extracting pages in a PDF, moving PDF content to other programs, and optimizing the file size of a PDF.

1. Creating PDF Documents
    1. Printing to PDF From Any Application
        1. The Adobe PDF Printer
        2. Adobe PDF Conversion Settings
        3. Font Embedding
    2. Acrobat PDFMaker
        1. Creating PDF Documents with PDFMaker
        2. PDFMaker Components in Word
        3. PDFMaker Components in Excel
        4. PDFMaker Components in PowerPoint
        5. PDFMaker Components in a Browser
    3. The Create PDF Commands
        1. Creating PDF Documents from Within Acrobat
        2. Combining Files
        3. Creating PDF Documents from Web Pages
2. Modifying PDF Documents
    1. Moving Document Pages
        1. Using the Page Thumbnails Panel
        2. Moving Pages Between Documents
    2. Inserting and Manipulating Pages
        1. Inserting Pages
        2. Manipulating Pages
    3. Moving PDF Content to Other Programs
        1. Copying Content from a PDF Document
        2. Converting from PDF to other File Formats
    4. Optimizing PDF File Size
        1. Auditing Space Usage of PDF File Components
        2. Optimizing a PDF Document
        3. Reducing File Size

Acrobat 11 - Creating Fillable PDF Forms

Course ID AD-ACR-110-125   **Course Level** Introduction

Acrobat XI Pro can be used to create electronic and fillable forms. These forms can be distributed to users, filled out electronically or online, and then returned either electronically or on paper. In this course, students will learn the basics of PDF forms and PDF form fields, how to create basic PDF forms from scratch or by converting an existing document, layout, configure, and modify form fields, test and fill out a PDF form, distribute a form, set form protection, and save and print a PDF form.

1. PDF Forms Basics
    1. About forms
    2. Flat forms vs. interactive forms
    3. Forms preferences
    4. Form editing mode
    5. PDF form field properties
2. Creating a PDF Form
    1. Creating a form from an existing document
    2. Creating a form scratch or template
    3. Creating form fields
    4. Laying out form fields
    5. Modifying form field properties
    6. Copying a form field
    7. Selecting multiple form fields
    8. Resizing and arranging form fields
    9. Setting form field navigation
    10. Adding action buttons
3. Filling in PDF Forms
4. Distributing a Form
    1. Setting form protection
5. Printing and Saving Forms

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Excel 2013 - Introduction

Course ID MS-EXL-150-100   **Course Level** Introduction

This course is for users of Excel who wish to learn the basics and fundamentals of working in a spreadsheet application. The goal is to introduce the student to basic worksheet principles and the Microsoft Excel environment. Topics include spreadsheet navigation, understanding how Excel treats different kinds of data, constructing simple formulas, using common functions in formulas, basic formatting, moving and copying data and formulas, and printing workbooks.

1. Getting Started
    1. Spreadsheet terminology
    2. The Excel environment
    3. Navigating a worksheet
    4. Using a template
2. Entering and Editing Data
    1. Entering and editing text and values
    2. Entering and editing formulas
    3. Saving and updating workbooks
3. Modifying a Worksheet
    1. Moving and copying data
    2. Moving, copying, and viewing formulas
    3. Absolute and relative references
    4. Inserting and deleting ranges, rows, and columns
4. Using Functions
    1. Entering functions
    2. AutoSum
    3. Other common functions
5. Formatting Worksheets
    1. Formatting text
    2. Formatting rows and columns
    3. Formatting numbers
    4. Conditional formatting
    5. Additional formatting options
6. Printing
    1. Preparing to print
    2. Page setup options
    3. Printing worksheets

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Excel 2013 - New Features

Course ID MS-EXL-150-105   **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in Excel 2013. Topics include using Flash Fill to reformat cells and information, previewing data analysis using the Quick Analysis Tool, improvements to PivotTables, changes to charting features and the new Chart Recommendations tool, and other changes to the Excel interface.

1. Flash Fill
    1. Merging and concatenating cells
    2. Splitting a cell
    3. Reformatting text and numbers
2. Recommendation Tools
    1. Quick Analysis Tool
    2. PivotTable Recommendations
    3. Chart Recommendations
3. Formatting Charts
    1. Changes to the Ribbon tabs
    2. Chart buttons
    3. Task panes
    4. Formatting options for chart labels
4. Working on Two Workbooks
5. New Excel Functions
6. Business Intelligence Tools
    1. PowerView
    2. PowerPivot
    3. Data modeling

Excel 2013 - Writing Formulas and Using Basic Functions

Course ID MS-EXL-150-120   **Course Level** Introduction

Knowing how to properly create formulas and use functions in Excel is fundamental to creating successful spreadsheets. In this course, students will learn the basic rules and syntax of creating formulas in Excel, review the order of operations for mathematical expressions, how to copy and move formulas, how to use absolute and relative references in formulas, and how to incorporate basic functions into their formulas.

1. Creating Formulas
    1. Entering and editing formulas
    2. Moving, copying, and viewing formulas
    3. Absolute and relative references
2. Using Functions
    1. Entering functions
    2. AutoSum
    3. Other common functions

Excel 2013 - Formatting Basics

Course ID MS-EXL-150-130   **Course Level** Introduction

Excel has many features for formatting text, numbers, and worksheets in a workbook. In this session, students will learn the basics of formatting these items in a workbook. Topics include text formatting, row and column formatting, number formatting, applying conditional formatting, using cell and table styles, finding and replacing formatting, and using AutoFill to copy formats.

1. Text Formatting
    1. The Font group
    2. Formatting non-contiguous ranges
    3. The Format Cells dialog box
2. Row and Column Formatting
    1. Column width and row height
    2. Applying color to rows and columns
    3. Alignment options
    4. Cell borders
    5. The border-drawing pencil
    6. Using Paste Special to copy and paste formatting
    7. Removing borders
3. Number Formatting
    1. The Number group
    2. The Format Cells dialog box
4. Conditional Formatting
    1. Applying conditional formats
    2. Modifying conditional formatting rules
5. Additional Formatting Options
    1. Copying and clearing formatting
    2. Using the Format Painter
    3. Using AutoFill to copy formats
    4. Applying cell styles
    5. Applying table styles
    6. Sorting data
    7. Changing formatting with Find and Replace

Excel 2013 - Working with Charts

Course ID MS-EXL-150-140 **Course Level** Introduction

Excel's Chart Tools and Chart Recommendations make the process of creating professional-looking charts very easy for a beginner, with myriad customization options for power users. In this class, students will learn to create charts based on worksheet data, move and resize charts within a workbook, change chart types, format chart elements and data points, apply chart styles and templates, adjust the chart options, create combination charts, use Sparklines, and print charts.

1. Working with Charts
    1. Chart Basics
        1. Using the chart recommendations tool
        2. Creating a chart
        3. Moving a chart
        4. Chart elements
        5. Adding data to a chart
        6. Switching row and column data
    2. Formatting Charts
        1. Chart types
        2. Chart styles and layouts
        3. Modifying chart elements
2. Advanced Charting
    1. Chart Formatting Options
        1. Changing a chart's scale
        2. Formatting data points
    2. Combination Charts
        1. Changing chart types and adding axes
        2. Adding trendlines
        3. Sparklines
        4. Chart templates
    3. Graphical Elements
        1. Drawing objects
        2. Formatting graphical elements
        3. Adding pictures
        4. Modifying pictures

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Excel 2013 - PivotTables: Basics

Course ID MS-EXL-150-150   **Course Level** Introduction

PivotTables are a powerful data analysis tool in Excel that allow a user to easily organize and summarize information in a table or data list without having to write complicated formulas. In this workshop, students will learn the basics of creating and using PivotTables in Excel. Topics include properly formatting a data list, creating a PivotTable, understanding the parts of a PivotTable, manipulating fields within a PivotTable to produce the desired results, inserting data slicers, formatting a PivotTable using styles, and changing data field settings.

1. Working with PivotTables
    1. Examining PivotTables
    2. Creating a PivotTable
    3. Adding fields
    4. Inserting slicers
2. Modifying PivotTable Data
    1. Grouping data
    2. Moving fields
    3. Refreshing PivotTable data
3. Formatting PivotTables
    1. Using styles
    2. Changing field settings

Excel 2013 - Customizing the Interface and Application Settings

Course ID MS-EXL-150-195 **Course Level** Introduction

Excel has the ability to allow a user to customize the interface, including the Ribbon and the Quick Access Toolbar, as well as the ability to customize default actions and settings of the application. In this course, students will learn how to customize elements of the interface, including the Ribbon and its tabs, and the Quick Access Toolbar. The class will also take a deep dive into the various settings and options of Excel, including AutoCorrect settings, setting defaults for fonts, defaults for new workbooks, editing defaults, error checking, and myriad other options for controlling how Excel acts and responds when creating spreadsheets.

1. Customizing the Interface
    1. Customizing the Ribbon
    2. Customizing the Quick Access Toolbar
    3. Showing the Mini Toolbar
    4. Showing the Quick Analysis options
    5. Showing the Start screen
    6. Setting the Office theme and background
    7. Other interface and display settings
2. Setting Application Defaults
    1. Setting a default font
    2. Setting the username
    3. Setting the default save location
    4. Setting the default number of worksheets
    5. Setting a default view
3. Other Application Settings
    1. AutoCorrect settings
    2. Animation settings
    3. Backup copy settings
    4. Recent documents recent folders settings
    5. Editing, copying, and pasting settings
    6. Error checking rules and options

Excel 2013 - Managing Worksheets and Workbooks
Course ID MS-EXL-150-210   **Course Level** Intermediate

In this course, students will learn how to work with large workbooks that have multiple worksheets, as well as work with multiple workbooks simultaneously. Topics include using the Freeze Panes command, splitting worksheets into panes, hiding and unhiding columns and worksheets, setting print titles and page breaks, linking worksheets with 3-D formulas, copying and moving worksheets between workbooks, creating links between workbooks, and printing worksheets and workbooks.

1. Viewing Large Worksheets
    1. Locking row and column headings in place
    2. Splitting a worksheet
    3. Hiding rows and columns
2. Printing Large Worksheets
    1. Setting print titles
    2. Adjusting page breaks
3. Working with Multiple Worksheets
    1. Selecting worksheets
    2. Navigating between worksheets
    3. Renaming worksheets
    4. Coloring tabs
    5. Managing multiple worksheets
    6. Printing multiple worksheets
4. Linking Worksheets with 3-D Formulas
    1. Inserting a 3-D reference
    2. Adding a Watch window
5. Using Multiple Workbooks
    1. Opening and switching between multiple workbooks
    2. Copying worksheets between workbooks
    3. Creating a workspace
6. Linking Workbooks
    1. Examining external links in a worksheet
    2. Creating external links
    3. Maintaining workbook links
    4. Editing links

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Excel 2013 - Functions: Date and Time

Course ID MS-EXL-150-220   **Course Level** Intermediate

In this workshop, students will become familiar with the various date and time functions that are part of Excel. Topics include entering and formatting dates and times, common bugs and pitfalls of working with times and dates, creating calculations involving dates and times, working with non-time-of-day values, and understanding a variety of date and time function techniques.

1. Overview
    1. How Excel handles dates and times
    2. Understanding date serial numbers
    3. Entering dates
    4. Understanding time serial numbers
    5. Entering times
    6. Formatting dates and times
    7. Problems with dates
2. Date Functions
    1. Displaying the current date
    2. Displaying any date
    3. Generating a series of dates
    4. Calculations involving dates
3. Time Functions
    1. Displaying the current time
    2. Displaying any time
    3. Summing times that exceed 24 hours
    4. Calculations involving time
    5. Working with non-time-of-day values

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Excel 2013 - Functions: Text

Course ID MS-EXL-150-222   **Course Level** Intermediate

In this workshop, students will become familiar with some of the text functions that are part of Excel. Text functions can manipulate the contents of cells to extract parts of text (for instance, extracting a first name from a full name), change case, compare text cells, and combine multiple cells into a single cell (also known as concatenate). Functions discussed include LEFT, RIGHT, MID, EXACT, CONCATENATE, LEN, TRIM, CLEAN, and many more.

1. Overview
    1. Cell character limits
    2. Numbers as text
2. Text Functions
    1. Working with character codes
    2. Determining whether two strings are identical
    3. Removing excess spaces
    4. Counting characters
    5. Changing the case of text
    6. Extracting characters from a string
    7. Replacing text with other text
    8. Finding and searching within a string

Excel 2013 - Functions: Logical and Conditional

Course ID MS-EXL-150-224   **Course Level** Intermediate

In this workshop, students will become familiar with the logical and conditional functions of Excel. Logical and conditional functions allow a user to test for specific conditions and evaluate the results of a cell or formula, producing either a TRUE or FALSE result. Functions discussed include IF, AND, OR, NOT, TRUE, and FALSE. Students will also learn how to combine these functions into nested formulas to test for multiple conditions in a single formula.

1. The IF Function
2. Creating Nested Functions
3. The OR, AND, and NOT Functions
4. Nested IF Functions
5. The IFERROR Function
6. Other Uses for Conditional Functions

Excel 2013 - Functions: Basic Statistical

Course ID MS-EXL-150-226   **Course Level** Intermediate

In this workshop, students will become familiar with some of the statistical functions that are part of Excel. These functions are used to analyze sets of data and provide information that can help in decision making. Statistical functions covered include AVERAGE, MAX, MIN, MODE, MEDIAN, STDEV, RANK, PERCENTILE, LARGE, and SMALL, as well as the conditional functions SUMIF and COUNTIF.

1. Common Statistical Functions
    1. The AVERAGE and AVERAGEA functions
    2. The MEDIAN and MODE functions
    3. The MAX and MIN functions
2. Functions that Analyze Rank and Percentile
    1. The PERCENTRANK function
    2. The PERCENTILE and QUARTILE functions
    3. The SMALL and LARGE functions
    4. The RANK function
3. Using Sample and Population Statistical Functions
    1. Variance functions
    2. Standard deviation functions
4. Using the Analysis ToolPak Data Analysis Tools
    1. Installing the Analysis ToolPak
    2. Using the Descriptive Statistics tool
    3. Creating histograms
    4. Using the FREQUENCY function
    5. Generating random numbers

Excel 2013 - Formatting: Advanced Techniques

Course ID MS-EXL-150-230   **Course Level** Introduction

Excel has many features for formatting text, numbers, and worksheets in a workbook. In this session, students will learn advanced techniques for formatting these items in a workbook. Topics include using special number formats, using functions to format text, creating and applying styles, applying and defining theme colors, merging and splitting cells, using Paste Special, transposing data, and changing cell orientation.

1. Using Special Number Formats
    1. Built-in and custom formats
    2. Zero values
    3. Custom number formats
2. Working with Themes
    1. Theme colors
    2. Applying themes
    3. Defining theme colors
3. Other Advanced Formatting
    1. Merging cells
    2. Wrapping text
    3. Changing the orientation of cell contents
    4. Splitting merged cells
    5. Transposing data
    6. Using Paste Special operations
    7. Adding backgrounds to a worksheet
    8. Adding watermarks

Excel 2013 - Using Conditional Formatting

Course ID MS-EXL-150-240   **Course Level** Intermediate

Conditional Formatting enables a user to selectively (and often automatically) apply cell formatting based on rules, conditions, or formulas that are specified by the user. The applied formatting can be as simple as highlighting cells, or as complex as data bars based on the overall percentages. Topics include creating new rules, editing and deleting conditional format rules using the Conditional Formatting Rules Manager, and using icon sets, color scales, and data bars in cells.

1. Conditional Formatting
    1. Applying conditional formats
    2. Creating a conditional format
    3. Modifying conditional formatting rules
    4. Creating formula-based rules
    5. Editing and deleting a conditional format
    6. Copying cells with conditional formatting
2. Conditional Formatting with Graphics
    1. Data bars
    2. Color scales
    3. Icon sets

Excel 2013 - Using Data Validation

Course ID MS-EXL-150-245   **Course Level** Intermediate

The data validation features of Excel allow a user to construct rules for a worksheet or workbook to assist with data entry. The rules can validate data that is entered in a cell against a pre-set list or a formula. In this workshop, students will learn how to create several different kinds of data validation rules for a worksheet, how to create helpful input and error messages for users doing data entry, and creating dependent lists.

1. Validating Data
2. Observing Data Validation
3. Types of Validation Criteria You Can Apply
4. Setting Data Validation Rules and Criteria
5. Using Date and List Criteria in Data Validation Rules
6. Using Formulas for Data Validation Rules
7. Creating a Dependent List

Excel 2013 - PivotTables: Beyond the Basics

Course ID MS-EXL-150-250   **Course Level** Intermediate

This course is a continuation of the skills and techniques learned in the PivotTables Basics class. Students will learn how to create more types of PivotTable reports, change and add different types of calculations to a report, create calculated fields and items, sort, filter, and group PivotTable data, create multiple reports based on the same data source, and change PivotTable layout and print options.

1. Organizing a PivotTable
    1. Sorting
    2. Filtering
    3. Filtering with slicers
    4. Grouping
    5. Connecting a slicer to multiple PivotTables
2. Calculations
    1. Using a different summary function
    2. Applying multiple summary functions to the same field
    3. Using custom calculations
    4. Creating a calculated field
    5. Creating a calculated item
    6. Referencing cells within a PivotTable
3. Creating Multiple PivotTables
4. Report Layout and Formatting Options
    1. Customizing the display of empty or error cells
    2. Merging and centering field labels
    3. Hiding outline controls
    4. Hiding row labels and column labels

Excel 2013 - Managing Information in Tables

Course ID MS-EXL-150-260   **Course Level** Intermediate

Excel Tables (originally called lists) are structured lists of information on a worksheet that contain columns with headers, and rows with data - much like a simple table found in a database. Excel offers an extensive set of features for working with the information in a table. In this session, students will learn how to define a range of cells as a table, work with the table tools on the ribbon, sort and filter the information in a table, add formulas to a table, and format a table.

1. How to Organize a Table
    1. The structure of organized data
2. Working with Tables
    1. Creating a table
    2. Formatting a table
    3. Adding to a table
    4. Using structured references
    5. Naming tables
    6. Converting a table to an ordinary range
3. Organizing Data in a Table
    1. Sorting data
    2. Filtering data
    3. Using other criteria to sort and filter data
    4. Adding totals to a table
    5. Removing duplicate records

Excel 2013 - Using the Analytical Tools

Course ID MS-EXL-150-320   **Course Level** Advanced

In this course, students will learn to use three advanced features of Excel that allow users perform further analysis and manipulate data. Topics include using the Goal Seek utility to compute an unknown value that produces a desired target value, using Data Tables to produce results from a formula with a changing single variable or for two variables, and using the Scenario Manager to create scenarios to solve for multiple variables and multiple conditions in a what-if model.

1. Using Goal Seek
    1. What-if analysis
    2. The Goal Seek utility
    3. Using Goal Seek to solve for a single variable
2. Using Data Tables
    1. Solving for a single variable
    2. Solving for multiple formulas with a single variable
    3. Solving for two input variables
3. Using the Scenario Manager
    1. Defining scenarios
    2. Creating a scenario
    3. Switching among scenarios
    4. Adding, editing, and deleting scenarios
    5. Merging scenarios
    6. Creating scenario reports

Excel 2013 - Collaborating on Workbooks

Course ID MS-EXL-150-330 **Course Level** Advanced

While its collaboration features are not nearly as robust as Word, Excel does have several tools available to users for working together on a workbook and for tracking and reviewing changes. In the course, students will learn how to add comments to cells and worksheets, use the protection feature to lock cells, worksheets, and workbooks, share and merge workbooks, and how to track changes in a workbook.

1. Using Comments
    1. Viewing comments
    2. Adding and managing cell comments
    3. Adding workbook comments
2. Protection
    1. Applying password protection to a worksheet
    2. Protecting parts of a worksheet
    3. Protecting a workbook
3. Sharing Workbooks
    1. Enabling workbook collaboration
    2. Features unavailable in shared workbooks
    3. Setting advanced sharing options
    4. Password protecting a shared workbook
    5. Cancelling a shared workbook session
4. Merging workbooks
    1. Sharing a workbook
    2. Combining shared workbooks
5. Tracking changes
    1. Turning on track changes
    2. Reviewing changes
    3. Protecting the change history
6. Finalizing workbooks

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iOS 9 - Introduction

Course ID AP-IOS-090-100   **Course Level** Introduction

Are you new to using Apple devices? Do you need help learning the basics of iOS, the operating system that runs the iPhone and iPad? In this session, we'll take a look at the some of the basics of using your iPhone or iPad, and as well as some tips and tricks to improve your productivity. Topics include working with apps, organizing and customizing home screens and apps, using the Notification center, common typing shortcuts, configuring common settings and options, and a brief introduction to the Mail and Calendar apps.

1. Basics
    1. Hardware basics
    2. Using apps
    3. Customizing the home screen
    4. Typing
    5. Searching
    6. Notifications
    7. Security
2. Settings
    1. General settings
    2. Airplane mode
    3. Wi-Fi
    4. Notifications
    5. Sounds
    6. Mail, contacts, calendars
3. Mail
    1. Setup
    2. Reading mail
    3. Sending mail
    4. Organizing mail
    5. Mail accounts and settings
4. Calendar
    1. Basic features
    2. Working with multiple calendars
    3. Settings

iOS 9 - Working with the Personal Information Management Apps

Course ID AP-IOS-090-110   **Course Level** Introduction

This session focuses on the features, usage, and settings of the Mail, Calendar, Contacts, Notes, and Reminders apps that are built into iOS, the operating system on iPhones and iPads. These apps are loosely grouped as Personal Information Management Apps, much like Outlook is a Personal Information Management program. Topics include reading and sending mail, organizing mail, viewing and working with calendars, accepting and declining invitations, managing contacts, changing your mail password, and changing settings for all of the apps. This session is for users who have little to no experience using Apple devices.

1. Mail
    1. Reading mail
    2. Identifying messages addressed to you
    3. Loading new messages
    4. Sending mail
    5. Replying to and forwarding messages
    6. Quoting a message
    7. Changing your e-mail signature
    8. Organizing mail
    9. Adding users to the VIP list
    10. Moving, deleting, and marking messages
    11. Mail accounts and settings
    12. Changing your e-mail password
2. Calendar
    1. Basic features
    2. Calendar views
    3. Viewing or editing an event
    4. Adding an event
    5. Responding to an invitation
    6. Working with multiple calendars
3. Contacts
    1. Setting your My Info card
    2. Sharing a contact
    3. Adding a contact
    4. Adding a contact to your favorites list
4. Notes
    1. Creating notes
    2. Sharing notes in multiple accounts
5. Reminders
    1. Scheduled reminders
    2. Reminders settings

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Lync 2013 - Introduction

Course ID MS-LYN-150-100   **Course Level** Introduction

Lync is an all-in-one communications product that allows users to communicate via instant messaging, audio calls, and video calls. Lync also provides tools for collaboration including the ability to host online meetings, share desktops, present PowerPoint presentations, and meeting recording and playback. In this course, students will learn the basics of communicating with other users using Lync, and how to host and participate in online meetings.

1. Contacts, presence, and IM
    1. Finding and adding a contact
    2. Send an instant message
    3. Add someone to IM
    4. Add audio, video, and share files in an IM conversation
    5. Switch between conversations
    6. Find a previous IM conversation
2. Audio setup and making calls
    1. Set up your audio device
    2. Start or answer a call
    3. Invite more people to a call
    4. Use audio call controls
    5. Forward your phone calls
3. Video
    1. Set up your video device
    2. Start and answer a video call
    3. Add video to an IM conversation
    4. Invite more people
    5. Start a video meeting
4. Meetings
    1. Schedule a Lync meeting
    2. Set meeting options
    3. Share your desktop, program, or PowerPoint presentation
    4. Record and play back a meeting
    5. Manage meeting participants
    6. Choose your view
    7. Join a Lync meeting
5. Sharing and Collaboration
    1. Share a file or a picture
    2. Share a whiteboard
    3. Give control to others
    4. Select who can download shared files

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Lync 2013 - New Features

Course ID MS-LYN-150-105   **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in Lync 2013, as well as a review of standard features. Topics include using the Quick Lync menu, inviting others and upgrading a conversation, using expanded meeting controls, accessing presentable content, changing the view of a meeting, organizing contacts and using favorites, and using the tabbed conversation window.

1. Communicating With Others
    1. Using the Quick Lync menu
    2. Inviting others to a conversation
    3. Upgrading a conversation
2. Conducting or Participating in Meetings
    1. Joining a Lync meeting from a browser
    2. Joining a meeting from Outlook calendar
    3. Selecting a meeting space
    4. Taking advantage of expanded meeting controls
    5. Accessing presentable content
    6. Allowing or blocking video in meeting
    7. Changing the view of the meeting
    8. Sharing notes in OneNote
    9. Blocking communications while presenting
3. Organizing Contacts
    1. Creating a list of favorites
    2. Changing how you display and sort contacts
    3. Using tabs to keep all conversations in one window
    4. Seeing everyone in a video conference

Lync 2013 - Conducting and Participating in Meetings

Course ID MS-LYN-150-210   **Course Level** Intermediate

Lync makes it easy for users to create, moderate, and join pre-planned and impromptu meetings with users both inside and outside the organization using IM, audio, and video. In this session, students will learn how to schedule and set up a meeting, prepare for a meeting, join and attend a meeting as an attendee, host a meeting as a presenter, and use the various sharing options for meetings such as sharing a PowerPoint presentation or desktop program, collaborate on a whiteboard, conduct a poll, and transfer and download files from users.

1. Scheduling and setting up a meeting
2. Preparing for a meeting
3. Joining a meeting
4. Attending a meeting
5. Conducting a meeting as a presenter
6. Changing meeting options during the meeting
7. Sharing your desktop and programs
8. Giving a PowerPoint Presentation
9. Collaborating on a whiteboard
10. Conducting a poll
11. Transferring a file

Lync 2013 - Recording, Playing, and Publishing Meetings

Course ID MS-LYN-150-220   **Course Level** Intermediate

If your organization has enabled recording, you can record Lync conversations or meetings. With recording, you can capture the audio, video, instant messaging, application sharing, PowerPoint presentations, whiteboard, and polling portions of the Lync session and play them back just as they were experienced during the Lync conversation or meeting. In this session, students will learn how to set options and start recording in Lync, and then use the Lync Recording Manager to play and publish Lync recordings.

1. Recording and Playing Back Meetings
2. Setting Lync Recording Options
3. Troubleshooting Recording Issues
4. Managing Recordings in Lync Recording Manager
5. Lync Recording Format
6. Using the Save and Publish Dialog Boxes
7. Using Lync Recording Player

Office 2013 - New Features

Course ID MS-OFF-150-105   **Course Level** Introduction

In this course, students will get an overview of what's new in Office 2013. Topics include using the new start screens, how to log in to Office 365, new options and methods for opening files, changes to the Office interface, using the Ribbon, Live Preview, Quick Access Toolbar, status bar, and task panes, using new options for saving and exporting files, using online clipart, and general overview of new features in the individual Office products.

1. Common Office Interface Elements
    1. Minimizing the ribbon
    2. Customizing the ribbon
    3. Task panes
    4. Quick access toolbar
    5. Status bar
    6. Touch mode
2. Backstage View
    1. The File tab
    2. The new menus and options
    3. The Start screen
    4. Print options
3. New Features of the Applications
    1. Word
    2. Excel
    3. Outlook

Office 2013 - New Features of the Office Applications

Course ID MS-OFF-150-115   **Course Level** Introduction

In this course, students will get an overview and demonstration of what's new in the three main and most frequently used products of Office 2013 - Word, Excel, and Outlook. Word topics include the Resume Reading feature, Reading Mode, replying to comments, improvements to inserting and modifying tables, and opening PDFs. Excel topics include using Flash Fill, previewing using the Quick Analysis Tool, and improvements to charts and PivotTables. Outlook topics include using the Navigation Bar, Peeks, working with People View, customizing the Weather Bar, improvements to Message Preview, attachment reminders, and inline replies.

1. New Features of Word
    1. Collapsing and expanding headings
    2. The Resume Reading feature
    3. Read Mode
    4. Replying to comments
    5. Locking change tracking
    6. The revamped Design tab
    7. Alignment guides
    8. Adding rows and columns to a table
    9. Table borders
    10. Editing PDFs in Word
2. New Features of Excel
    1. Flash Fill
    2. Quick Analysis Tool
    3. PivotTable Recommendations
    4. Chart Recommendations
    5. Formatting Charts
    6. Working on Two Workbooks
    7. New Excel Functions
3. New Features of Outlook
    1. The Navigation Bar
    2. Peeks
    3. People View
    4. Weather Bar
    5. Message List changes
    6. Searching and filtering
    7. Attachment reminders
    8. Inline replies
    9. Organizing folders

Office 2013 - Collaborating in Real-Time with Document Co-authoring

Course ID MS-OFF-150-150   **Course Level** Intermediate

The co-authoring functionality of Office 2013 makes it possible for multiple users to work productively on the same document or presentation without intruding on one another's work or locking one another out. In this session, students will learn how to use the document co-authoring features of Word and PowerPoint. Topics include understanding how co-authoring works, uploading for co-authoring, viewing the editor list, reviewing changes by other authors, updating a document, and merging changes.

1. Document Collaboration and Co-Authoring
    1. Understanding the different types of co-authoring
    2. Capabilities of co-authoring in Office
    3. Co-authoring and check out
    4. Co-authoring and versioning
    5. Co-authoring in a mixed Office version environment
    6. Issues with co-authoring documents
2. Co-authoring with Word
    1. Uploading a document to SharePoint
    2. Viewing authors currently in a document
    3. Sending a message to another author
    4. Adding comments
    5. Reviewing changes made by other authors
    6. Preventing changes to a section
    7. Accepting or rejecting changes
    8. Resolving conflicts with other authors
    9. Uploading changes to SharePoint
    10. Receiving notifications when authors make changes
3. Co-authoring with PowerPoint
    1. Uploading a presentation to SharePoint
    2. Viewing authors currently in a presentation
    3. Sending a message to another author
    4. Adding comments
    5. Reviewing changes made by other authors
    6. Uploading changes to SharePoint
    7. Receiving notifications when authors make changes

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Office 2013 - Customizing the Interface

Course ID MS-OFF-150-195   **Course Level** Introduction

Most of the programs in the Office 2013 family share a common, ribbon-based layout, with a set of interface elements that are strikingly similar. Many of these elements can be customized to suit a user's work flow needs. In this course, students will learn about several elements of the interface that can be customized - the Ribbon, the Quick Access Toolbar, the Status Bar, the Office background and theme, and keyboard shortcuts. Topics include using and customizing each of these elements, and in some cases, exporting and importing these customizations to other users.

1. Using and Customizing the Ribbon
    1. Using the ribbon
    2. Changing ribbon display options
    3. Hiding and unhiding ribbon tabs
    4. Customizing the ribbon
    5. Resetting the ribbon
    6. Importing and exporting ribbon customizations
2. Customizing the Quick Access Toolbar
    1. Changing the position of the quick access toolbar
    2. Adding commonly used commands
    3. Adding commands via the ribbon
    4. Adding commands via Options
    5. Changing the order of commands
3. Using and Customizing the Status Bar
    1. Viewing available commands
    2. Adding status indicators
4. Using and Creating Keyboard Shortcuts
    1. Creating shortcuts in Word
    2. Creating macro shortcuts in Excel
5. Customizing the Office Theme and Background
    1. Changing the Office background
    2. Changing the Office theme

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Office 2013 - Working with SmartArt

Course ID MS-OFF-150-220   **Course Level** Intermediate

SmartArt is a feature that can be found in multiple Office applications. SmartArt allows a user to create a wide variety of professional-looking diagrams with a minimum amount of effort. SmartArt works hand-in-hand with the Office Design Themes - changing the theme will automatically change the look of SmartArt. Furthermore, SmartArt can be easily copied and pasted from application to application and maintain its appearance. Finally, SmartArt diagram types are highly interchangeable - once text has been added to SmartArt, you can easily change the diagram type without having to enter the text all over again. In this session, students will learn about all of these aspects of SmartArt and how to effectively use SmartArt in their documents.

1. Inserting SmartArt Graphics
    1. Creating diagrams using SmartArt graphics
    2. Formatting diagrams
2. Customizing SmartArt Graphics
    1. Converting text to a SmartArt graphic
    2. Applying a different layout
    3. Formatting SmartArt graphics
    4. Resizing individual shapes in a SmartArt graphic
    5. Making changes to associate objects

Office 2013 - Working with Shapes

Course ID MS-OFF-150-230   **Course Level** Intermediate

Documents, spreadsheets, and presentations can be more engaging and interesting by adding shapes, such as rectangles, circles, arrows, and others, to draw attention to content and enhance the overall look and feel of the document. This class focuses on the use of the Insert, Shape command, and the Drawing Tools, Formatting tab that appears in Word, Excel, and PowerPoint when shapes are present and selected. In this class, students will learn how to add shapes to a document, format and arrange shapes, add text to shapes and format it, and use shape features that are specific to Word and PowerPoint.

1. Creating Shapes
    1. Drawing basic shapes
    2. Changing shapes
    3. Modifying shapes
2. Formatting Shapes
    1. Using predefined styles
    2. Using fills
    3. Changing outlines
    4. Applying effects
    5. Duplicating shapes
    6. Moving shapes
    7. Resizing shapes
    8. Rotating shapes
    9. Arranging shapes
    10. Aligning shapes
3. Adding Text to Shapes
    1. Inserting text in a shape
    2. Formatting text in a shape
    3. Applying effects to text
4. Additional Shape Features
    1. Merging shapes (PowerPoint)
    2. Text direction and alignment (Word)

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Office 2013 - Working with Design Themes

Course ID MS-OFF-150-260 **Course Level** Intermediate

With Design Themes in Office you can choose – with a single click of the mouse – a consistent, professional look for your work, including Word documents, Excel spreadsheets, and PowerPoint presentations. In this workshop, students will learn about the various components that make up a Theme, how to properly apply Themes and their components to documents, how to "mix-and-match" elements from various Themes for more formatting combinations and possibilities, and how to customize some of the elements of a Theme.

1. Understanding Design Themes
    1. Design themes vs. templates
    2. How design themes work
    3. The advantages of using a design theme
2. Understanding the Elements of a Design Theme
    1. Backgrounds
    2. Colors
    3. Fonts
    4. Effects
3. Applying a Design Theme to a Document
    1. PowerPoint
    2. Word
    3. Excel
    4. Changing the theme of an existing document
    5. Using elements of different design themes
4. Customizing a Design Theme or Theme Components
    1. Converting a template to a design theme
    2. Customizing color schemes
    3. Customizing fonts
    4. Customizing backgrounds
    5. Using custom themes in other apps
5. Setting a Default Theme
    1. PowerPoint
    2. Word
    3. Excel
6. Office Design Theme Resources

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Office 2013 - Making Documents Accessible Using the Accessibility Checker

Course ID MS-OFF-150-300 **Course Level** Advanced

The Accessibility Checker helps you find and fix accessibility issues, just like Spell Checker locates possible spelling errors. Initially found only in Word, the Accessibility Checker now works in Excel, and PowerPoint. This feature can be especially helpful to government personell who wish to make their documents more Section 508 compliant. The Accessibility Checker shows a report of the issues it finds, explains why each issue might make a problem for someone with a disability, and it explains how fix the issue. In this class, students will learn how to access and use the Accessibility Checker in Word, Excel, and PowerPoint, understand why the Accessibility Checker has flagged something as an issue, and how to fix and resolve the issues it finds.

1. The Accessibility Checker
    1. Understanding the Accessibility Checker
    2. Limitations of the Accessibility Checker
    3. Classification of feedback
    4. Locating and running the Accessibility Checker
    5. Navigating the Accessibility Checker pane
    6. Resolving issues found by the Accessibility Checker
2. Rules Used by the Accessibility Checker
    1. Errors
    2. Warnings
    3. Tips
3. Making Documents Accessible
    1. Word
    2. Excel
    3. PowerPoint

Office 2016 - New Features

Course ID MS-OFF-160-105 **Course Level** Introduction

In this course, students will get an overview of what's new in Office 2016. The class will first focus on features that are new and common to all of the products in the Office family. Then specific attention will be paid to the individual products, including Excel, OneNote, Outlook, PowerPoint, and Word. Due to the nature of how updates are deployed and implemented in Office 2016, the specific features discussed in this class are subject to change.

1. New Features of Office
    1. Tell me
    2. New themes
    3. Insights
    4. Sharing
    5. Shape formatting
    6. New chart types
    7. Enhanced collaboration
2. New Features of Excel
    1. PivotTable enhancements
    2. Improved autocomplete
    3. New functions
3. New Features of OneNote
    1. Syncing across devices
    2. Embedding Excel spreadsheets
    3. New table formatting options
4. New Features of Outlook
    1. Groups
    2. Recent attachments
    3. The Clutter folder
5. New Features of PowerPoint
    1. Improved smart guides
    2. New transitions
    3. Text highlighter
6. New Features of Word
    1. Sharing documents
    2. Comment balloons
    3. Quick research

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Office 365 - Working with the Office Online Apps

Course ID MS-OFF-365-110   **Course Level** Introduction

As part of an Office 365 subscription, users have access to Office Online, which offers browser-based versions of Word, Excel, PowerPoint, and OneNote with limited features. In this course, students will learn about the differences between the various versions of Office, how to log into the Office 365 portal, navigate the portal and change basic settings, the differences and limitations of the online apps, and how to create, open, and edit document in the various Office online apps.

1. Understanding the Different Office Product Suites
    1. Office 365
    2. Office desktop
    3. Office online
    4. Office for mobile
2. Working with the Office 365 Portal
    1. Logging in to your Office 365 site
    2. Navigating the portal
    3. Changing portal settings
    4. Opening recent documents
3. The Office Online Apps
    1. Word, Excel, PowerPoint, and OneNote
    2. Document fidelity between Office desktop and Office online
    3. Differences and limitations of the Office online apps
    4. Finding and getting help
4. Creating and Editing Documents
    1. Creating a new document
    2. Renaming a document
    3. Uploading a document to OneDrive for Business
    4. Opening an existing document on OneDrive for Business
    5. Editing a document in the native client app
    6. Sharing a document with other users
    7. Downloading a copy of a document
    8. Closing a document

Office 365 - Working with the Office Mobile Apps

Course ID MS-OFF-365-115   **Course Level** Introduction

As part of an Office 365 subscription, users have access to mobile versions of Office for both iOS (Apple) and Android (Google) phones and tablets. These apps, which include Word, Excel, PowerPoint, OneNote, and Outlook, offer an Office experience with limited features designed for working on mobile devices. In this course, students will learn about the differences between the various versions of Office, how to download and activate the mobile apps, the differences and limitations of the mobile apps, and how to create, open, and edit document in the various Office mobile apps.

1. Understanding the Different Office Product Suites
    1. Office 365
    2. Office desktop
    3. Office online
    4. Office for mobile
2. Downloading Office for Mobile
    1. Downloading from Google Play for Android
    2. Downloading from the App Store for iOS
    3. Signing in to Office 365
    4. Signing in to OneDrive
3. The Office Mobile Apps
    1. Word, Excel, PowerPoint, OneNote, and Outlook
    2. Document fidelity between Office desktop and Office mobile
    3. Differences and limitations of the Office mobile apps
    4. Finding and getting help
    5. Adding a service
4. Creating and Editing Documents
    1. Creating a new document
    2. Renaming a document
    3. Uploading a document to OneDrive for Business
    4. Opening an existing document on OneDrive for Business
    5. Sharing a document with other users
    6. Printing a document
    7. Closing a document

Office 365 - Working with OneDrive and OneDrive for Business

Course ID MS-OFF-365-150   **Course Level** Introduction

As part of an Office 365 subscription, users have access to OneDrive and OneDrive for Business. OneDrive is Microsoft's cloud storage service, similar to Google Drive or Dropbox. Though they have similar names, OneDrive and OneDrive for Business have different capabilities and uses in a business environment. In this course, students will learn about the differences between the two services, the appropriate use for each service, learn how to access their OneDrive and OneDrive for Business via Windows, online through a browser, via Microsoft Office, and via the OneDrive for mobile app, and how to upload, create, sync, and share files on both services.

1. Understanding OneDrive and OneDrive for Business
    1. What is OneDrive?
    2. What is OneDrive for Business?
    3. Comparing features
    4. Best use cases
2. Working with OneDrive
    1. Accessing OneDrive
        1. Windows client
        2. Online site
        3. Mobile devices
    2. Adding or uploading files
    3. Sharing files
    4. Managing files
    5. Syncing local folders to OneDrive
    6. Using OneDrive with Office
3. Working with OneDrive for Business
    1. Accessing OneDrive for Business
        1. Online site
        2. Mobile devices
    2. Navigating the site
    3. Uploading files and folders
    4. Creating files and folders
    5. Sharing files and folders
    6. Working with files offline
    7. Using OneDrive for Business with Office

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OneNote 2013 - Introduction

Course ID MS-ONE-150-100   **Course Level** Introduction

OneNote is essentially an electronic notebook that allows you to add text, drawings, clippings, links, and all sorts of other content to notebook pages in whatever layout and format you like. Topics covered include creating and managing notebooks, creating and adding notes, tagging and organizing notes, creating tables, searching notes, attaching files and screen clippings to notes, and printing notebooks.

1. OneNote Basics and Overview
    1. What is OneNote?
    2. Key features
    3. Cross platform capabilities
    4. Types of notebooks
    5. Integration with Office and Windows
2. Understanding Notebook Structure
    1. Notebooks
    2. Sections
    3. Pages
    4. Note containers
3. Navigating the OneNote Interface
    1. Ribbon tabs
    2. Notebooks list
    3. Notes area
    4. Pages list
4. OneNote Basic Procedures
    1. Opening and closing a notebook
    2. Creating a new notebook
    3. Creating a section
    4. Creating a page
    5. Taking notes
    6. Formatting notes
    7. Tagging notes
    8. Searching notes
5. Inserting Objects and Files
    1. Adding tables
    2. Attaching files
    3. Inserting pictures and screen captures
    4. Taking audio notes
6. Using OneNote with Outlook
    1. Creating Outlook tasks
    2. Importing meeting details

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OneNote 2013 - New Features

Course ID MS-ONE-150-105   **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in OneNote 2013. Topics include changes to the OneNote interface, using the Send to OneNote tool, adding online pictures, creating sophisticated tables, sharing notebooks on OneDrive or OneDrive for Business, using OneNote with Outlook, and enhanced collaboration features.

1. Changes to the OneNote Interface
2. Clipping and Saving Information
3. Embedding an Excel Spreadsheet
4. Creating Sophisticated Tables
5. Adding Online Pictures
6. Creating and Saving a New Notebook on OneDrive
7. Sharing Notes
    1. Sharing a notebook saved on OneDrive for Business
    2. Sharing notes in a Lync Meeting
    3. Sharing notes in an Outlook meeting invitation
    4. Taking notes in a Lync meeting
    5. Seeing who is collaborating
8. Searching Notes
9. Using Full Page View

OneNote 2013 - Using OneNote for Mobile

Course ID MS-ONE-150-150 **Course Level** Introduction

If you're already using OneNote on your PC, the mobile versions let you take your notes with you — from simple lists and to-dos to full-fledged notebooks which you can share with your friends, family, and co-workers. With a free Microsoft OneDrive account, you can easily sync all of your OneNote notebooks so they're always up-to-date and accessible from your mobile device, your Web browser, or your computer. In this session, we will look at the basic features and usage of the mobile versions of OneNote for iOS (covering the iPhone and iPad) and OneNote for Android (covering multiple devices and form factors).

1. Using OneNote in a Mobile Environment
    1. General information
    2. Feature summary
    3. Using Microsoft OneDrive to sync notebooks
    4. Uploading notebooks to OneDrive
    5. Limitations of the mobile client
2. OneNote for iOS
    1. Downloading from the App Store
    2. Features of OneNote for iOS
    3. Navigating the interface
    4. Logging in to your Microsoft account
    5. Opening and working with notebooks
3. OneNote for Android
    1. Downloading from Google Play
    2. Features of OneNote for Android
    3. Navigating the interface
    4. Logging in to your Microsoft account
    5. Opening and working with notebooks
    6. Using Quick Notes

OneNote 2013 - Customizing the Interface and Application Settings

Course ID MS-ONE-150-195   **Course Level** Introduction

OneNote has the ability to allow a user to customize the interface, including the Ribbon and the Quick Access Toolbar, as well as the ability to customize default actions and settings of the application. In this course, students will learn how to customize elements of the interface, including the Ribbon and its tabs, and the Quick Access Toolbar. The class will also take a deep dive into the various settings and options of OneNote, including AutoCorrect settings, options for the Send To OneNote app, and myriad other options for controlling how OneNote acts and responds when working in notebooks.

1. Customizing the Interface
    1. Customizing the Ribbon
    2. Customizing the Quick Access Toolbar
    3. Showing the Mini Toolbar
    4. Setting the Office theme and background
    5. Setting other display options
2. Setting Application Defaults
    1. Save settings
    2. Backup settings
3. Proofing Options
    1. AutoCorrect options
    2. Spelling and grammar settings
4. Configuring Send to OneNote
5. Multimedia Settings
    1. Audio
    2. Video
6. Other Application Settings
    1. Edit settings
    2. Linked notes
    3. Tag summary pages
    4. Passwords

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OneNote 2013 - Using OneNote with Other Office Applications

Course ID MS-ONE-150-215   **Course Level** Intermediate

OneNote is integrated into several of the standard Microsoft Office products, including Windows and Internet Explorer. By using Outlook to share information stored in OneNote, you can distribute that information to users who don't have OneNote or aren't familiar with how OneNote works. In addition to using Outlook to share OneNote content, OneNote can interact with Word, Excel, and Internet Explorer. In this session students will learn how to share OneNote content via e-mail, configure e-mail options, connect items from Outlook to OneNote, create Outlook items from within OneNote, use linked notes, and send OneNote pages to Word.

1. Using OneNote with Outlook
    1. Sending e-mail messages to OneNote
    2. Linking Outlook contacts to OneNote pages
    3. Connecting appointments and meetings to OneNote
    4. Using Outlook tasks with OneNote
    5. Sending a OneNote page via e-mail
2. Working with Linked Notes
    1. Using linked notes in Word
    2. Using linked notes in PowerPoint
    3. Using linked notes in Internet Explorer
3. Other Office Integration
    1. Sending a page to Word
    2. Converting a table to an Excel spreadsheet

OneNote 2013 - Sharing Notebooks and Collaborating with Other Users

Course ID MS-ONE-150-250   **Course Level** Intermediate

OneNote provides many features that support sharing notebooks — notebooks that you need to use yourself on more than one computer, and notebooks that two or more people work on together. OneNote also provides a set of tools you can use when you work on a notebook collaboratively with other users. In this session, students will learn how to create shared notebooks both on a network drive as well as SharePoint, synchronize shared notebooks, review edits by other authors, find notes by author, and password protect notebook sections.

1. Sharing Notebooks
    1. Sharing notebooks using OneDrive
    2. Sharing notebooks using OneDrive for Business
    3. Sharing notebooks using SharePoint
    4. Sharing notebooks using a network location
    5. Synchronizing shared notebooks
    6. Stopping sharing a notebook
2. Collaborating in OneNote
    1. Marking edits as read or unread
    2. Viewing recent edits
    3. Finding notes by author
    4. Hiding author initials
    5. Protecting a section with a password
3. Other Sharing Methods
    1. Sending a page by email
    2. Exporting information in an alternate format
    3. Transferring a notebook to another computer

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OneNote 2013 - Beyond the Basics

Course ID MS-ONE-150-300   **Course Level** Advanced

This course goes beyond the basics learned in the OneNote Introduction class and explores the advanced features and customization capabilities of OneNote for users. While the Introduction class is not required prior to this class, students taking this class should be fairly experienced in using OneNote. Topics include customizing the pages in a notebook, adding multimedia files to a notebook, using the Send To OneNote tool of Windows, and how to set the backup and recycle options for a notebook and recover pages and notebooks.

1. Customizing Pages
    1. Creating pages and subpages
    2. Changing the page color
    3. Adding rule lines
    4. Adding a background image
    5. Changing the paper size
    6. Applying a page template
    7. Saving a custom template
2. Adding Multimedia to a Notebook
    1. Recording audio
    2. Recording video
3. Using the Send To OneNote tool
    1. Taking a screen clipping
    2. Creating a new quick note
    3. Sending application content to a notebook
4. Backing Up and Recovering Notebooks
    1. Using the notebook recycle bin
    2. Changing the save and backup settings
    3. Managing page versions

OneNote 2016 - Introduction

Course ID MS-ONE-160-100   **Course Level** Introduction

OneNote is essentially an electronic notebook that allows you to add text, drawings, clippings, links, and all sorts of other content to notebook pages in whatever layout and format you like. Topics covered include creating and managing notebooks, creating and adding notes, tagging and organizing notes, creating tables, searching notes, attaching files and screen clippings to notes, and printing notebooks.

1. OneNote Basics and Overview
    1. What is OneNote?
    2. Key features
    3. Cross platform capabilities
    4. Types of notebooks
    5. Integration with Office and Windows
2. Understanding Notebook Structure
    1. Notebooks
    2. Sections
    3. Pages
    4. Note containers
3. Navigating the OneNote Interface
    1. Ribbon tabs
    2. Notebooks list
    3. Notes area
    4. Pages list
4. OneNote Basic Procedures
    1. Opening and closing a notebook
    2. Creating a new notebook
    3. Creating a section
    4. Creating a page
    5. Taking notes
    6. Formatting notes
    7. Tagging notes
    8. Searching notes
5. Inserting Objects and Files
    1. Adding tables
    2. Attaching files
    3. Inserting pictures and screen captures
    4. Taking audio notes
6. Using OneNote with Outlook
    1. Creating Outlook tasks
    2. Importing meeting details

Outlook 2013 - Introduction

Course ID MS-OUT-150-100   **Course Level** Introduction

Outlook is a comprehensive personal information management application that allows a user to manage not only their email, but also their contacts, calendars, tasks, and general notes. Students will become familiar with the Outlook environment and will learn how to navigate its menus and commands, and will gain a basic proficiency in working with each of the major features of Outlook, including the Inbox, Calendar, Contacts, Tasks, and Notes.

1. Getting Started
    1. The program window
    2. Outlook Today
2. E-mail Basics
    1. Reading messages
    2. Creating and sending messages
    3. Working with messages
    4. Handling attachments
    5. Printing messages and attachments
3. Contact Management
    1. Working with contacts
    2. Address books
    3. Using contact groups
4. Tasks
    1. Working with tasks
    2. Managing tasks
5. Appointments and Events
    1. Creating and sending appointments
    2. Modifying appointments
    3. Using calendar views
    4. Working with events
6. Notes
    1. Gathering information with notes

Outlook 2013 - New Features

Course ID MS-OUT-150-105 **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in Outlook 2013. Topics include using the Navigation Bar, viewing information using Peeks, working with People View, customizing the Weather Bar, improvements to Message Preview, attachment reminders, inline replies, and the ability to organize folders in any arrangement.

1. The Navigation Bar
2. Peeks
3. People View
4. Weather Bar
5. Message List changes
6. Searching and filtering
7. Attachment reminders
8. Inline replies
9. Organizing folders

Outlook 2013 - Working with E-Mail

Course ID MS-OUT-150-110   **Course Level** Introduction

This class reviews and builds upon the basics of e-mail learned in the Outlook Introduction course. Students will learn many of the "power user" features of working with e-mail and the Inbox. Topics include setting message options, using voting buttons, tracking messages, finding and searching for messages using instant and advanced search, flagging messages, creating and using signatures, setting message delivery options, printing messages, and using categories.

1. E-mail Basics
    1. Reading messages
    2. Creating and sending messages
    3. Working with messages
    4. Handling attachments
    5. Printing messages and attachments
2. E-mail Management
    1. Setting message options
    2. Managing junk e-mail
    3. Organizing the Inbox folder
3. Customizing Messages
    1. Message appearance
    2. Signatures
    3. Voting buttons
    4. Out-of-office messages
4. Mailbox Organization and Management
    1. Setting rules
    2. Managing your mailbox
    3. Archiving and saving your mail
5. Organizing Items
    1. Folders
    2. Searching
    3. Filters
    4. Categories

Outlook 2013 - Working with Calendars

Course ID MS-OUT-150-120   **Course Level** Introduction

This course is designed to give students a thorough understanding of the basic features of working with the Calendar in Outlook. Topics include understanding calendar basics and view options, working with appointments and events, scheduling meetings and responding to meeting requests, and setting basic customization features of the calendar. Students will also learn how to access other user's calendars, set sharing permissions for their calendars, use group schedules, and print calendars.

1. Appointments and events
    1. Creating and sending appointments
    2. Modifying appointments
    3. Working with events
    4. Using Calendar views
2. Meeting requests and responses
    1. Scheduling meetings
    2. Managing meetings
3. Managing calendars
    1. Sharing calendars
    2. Sharing via Exchange
    3. Calendar sharing
    4. Calendar colors
    5. Granting permissions
    6. Delegating access to your calendar
    7. Accessing a SharePoint calendar in Outlook

Outlook 2013 - Managing Contacts and Contact Groups

Course ID MS-OUT-150-130   **Course Level** Introduction

In this workshop, students will learn how to effectively manage contact information using Outlook's Contacts folder (now known as People). Topics include creating and modifying personal and business contacts, creating contact folders, organizing and managing, creating and modifying contact groups, sharing contacts with other users, adding pictures to contacts, printing contacts, and creating and sending electronic business cards.

1. Working with Contacts
    1. Creating contact folders
    2. Setting contact display options
    3. Adding a contact
    4. Modifying and saving contacts
    5. Deleting contacts
    6. Attaching items to contacts
    7. Adding tags to contacts
    8. Associating a contact with items and documents
    9. Forwarding contacts
    10. Customizing electronic business cards
    11. Printing contacts
2. Address Books
    1. Built-in address books
    2. Accessing address books
    3. Using the auto-complete list
3. Contact Groups
    1. Creating a contact group
    2. Modifying a contact group
    3. Forwarding a contact group
    4. Adding notes to a contact group
    5. Sending a meeting request to a contact group
    6. Deleting a contact group
4. Sharing Contacts
    1. Sharing contacts and contact folders
    2. Exporting and importing contacts
    3. Sharing contacts via SharePoint

Outlook 2013 - Using Tasks

Course ID MS-OUT-150-140 **Course Level** Introduction

This class focuses on the Tasks feature of Outlook. The Tasks feature is a powerful "to-do" list within Outlook. Students will learn to create tasks, understand the difference between the Task list and the To-Do list, set reminders, update task progress, and create recurring tasks. Also covered will be assigning tasks to other users via Outlook, receiving update reports, modifying the task views, and using categories in relation to tasks.

1. Working with Tasks
    1. Exploring the Tasks folder and the To-Do bar
    2. Creating tasks
    3. Deleting tasks
    4. Editing tasks
    5. Adding a reminder
    6. Setting up recurring tasks
    7. Marking tasks as completed
    8. Switching task views
    9. Creating additional task folders
    10. Printing tasks
    11. Setting task options
2. Managing Tasks
    1. Understanding task ownership
    2. Assigning a tasks to an individual
    3. Assigning tasks to multiple people
    4. Accepting or declining assigned tasks
    5. Reclaiming ownership of a declined task
    6. Delegating assigned tasks
    7. Sending a task status report
    8. Tracking the progress of a task

Outlook 2013 - Customizing the Interface and Application Settings
Course ID MS-OUT-150-195   **Course Level** Introduction

Outlook has the ability to allow a user to customize the interface, including the Ribbon and the Quick Access Toolbar, as well as the ability to customize default actions and settings of the application. In this course, students will learn how to customize elements of the interface, including the Ribbon and its tabs, and the Quick Access Toolbar. The class will also take a deep dive into the various settings and options of Outlook, including defaults and options for the Inbox, Calendar, Contacts and People, Tasks, Search, and other general application settings.

1. Customizing the Interface
    1. Customizing the Ribbon
    2. Customizing the Quick Access Toolbar
2. Setting Defaults and Options for the Inbox
    1. Spell checking
    2. Signatures
    3. Reading pane options
    4. Message arrival options
    5. Reply and forward options
    6. Save message options
    7. Send message options
3. Setting Defaults and Options for the Calendar
    1. Work time settings
    2. General calendar options
    3. Display options
    4. Time zone settings
    5. Weather options
4. Setting Defaults and Options for Contacts
    1. Sorting and display options
    2. Checking for duplicates
5. Setting Defaults and Options for Tasks
    1. General task options
    2. Setting work hours
6. Setting Search Defaults
7. Other Application Settings
    1. Navigation and Reading pane options
    2. Start and exit options
    3. AutoArchive
    4. Reminder defaults
    5. Other display options

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Outlook 2013 - Using Rules to Manage the Inbox

Course ID MS-OUT-150-210   **Course Level** Intermediate

Rules are a powerful feature of Outlook for automatically processing incoming e-mail in a variety of ways. Rules can be designed to run any time e-mail is received, or specifically when a user is marked Out of Office. In this workshop, students will learn how to use Outlook's Rules Wizard to create rules and the variety of options and conditions associated with rules.

1. Understanding Outlook Rules
2. Creating Rules
    1. Creating new rules from existing items
    2. Creating new rules using the Rules Wizard
    3. Creating custom rules
    4. Creating rules that use OR logic
3. Applying Rules
4. Copying Rules to Other Folders
5. Modifying Rules
6. Setting Rule Order
7. Turning Off Rules
8. Deleting Rules
9. Sharing Rules with Other Users
10. Backing Up and Restoring Rules

Outlook 2013 - Mailbox Management

Course ID MS-OUT-150-220   **Course Level** Intermediate

Managing email can be one of the most daunting tasks in Outlook - especially when you don't "keep up" with the task of managing it. In this session, we'll look at several techniques and features for managing and archiving email. Topics include using the Mailbox Cleanup tool, determining the size of your mailbox and folders, emptying automatic folders, using the new Conversation Cleanup tool, managing attachments, using AutoArchive, and managing PST folders for long term storage.

1. Managing Your Mailbox
     1. Mailbox quotas
     2. Cleanup strategies
          1. Deleting messages or attachments
          2. Mailbox cleanup
          3. Determining usage
          4. Message properties
     3. Deleting the contents of automatic folders
          1. Sent items
          2. Deleted items
          3. Junk E-mail
     4. Cleaning up messages and conversations
     5. Compacting mailboxes
2. Archiving Your Mail
     1. Overview of archiving
     2. Archiving options
     3. Restoring archived messages
     4. Automatic archiving to a file
     5. The archive mailbox

Outlook 2013 - Creating and Using Categories

Course ID MS-OUT-150-230   **Course Level** Intermediate

Outlook has many tools for organizing your data. This session focuses on the Category feature. Categories are combinations of words or phrases and a color that can be assigned to Outlook items as a means of organizing them. In this session, students will learn how to apply categories to items, create new categories, modify existing categories, use categories to organize and search for data, and some tips for using categories effectively in Outlook.

1. Understanding Categories
2. Customizing the Category List
      1. Create a new category
      2. Modify a current category
3. Assigning Categories to Outlook Items
      1. Appointments and meetings
      2. Tasks
      3. Contacts
      4. E-Mail
      5. Assigning categories automatically
4. Modifying Categories and Category Assignments
      1. Changing existing categories
      2. Changing category assignments
5. Organizing Data with Categories
6. Viewing Selected Categories Only
7. Using Categories Effectively

Outlook 2013 - Creating and Using Custom Views

Course ID MS-OUT-150-240 **Course Level** Intermediate

Outlook provides a variety of tools for organizing your Inbox. These tools include views, which have been in Outlook for many years, and newer tools such as Arrangements and Conversations. In this session, students will learn to use these various tools to organize and manage their Inbox. Topics include creating custom views, applying and modifying custom views, deleting custom views, selecting and Arrangement, and using the new Conversations feature of a view.

1. Organization Tools
    1. Views
    2. Arrangements
    3. Conversations
2. Working with Views
    1. Changing the view
3. Arranging and Sorting Items
    1. Selecting an arrangement
    2. Sorting an arrangement
    3. Ungrouping messages
4. Conversations
    1. Exploring conversations
    2. Conversation management
5. Creating Custom Views
    1. Basing a new view on an existing view
    2. Creating a new view from scratch
    3. Customizing the view settings
6. Using Custom Views
    1. Applying a custom view
    2. Modifying a custom view
    3. Deleting a custom view

Outlook 2013 - Scheduling and Managing Meetings

Course ID MS-OUT-150-250   **Course Level** Intermediate

One of the primary uses of Outlook calendar is to schedule and managing meetings. In this session, students will learn how to be a meeting organizer and manager, as well as learn how to manage their own attendance at meetings they have been invited to. Topics include scheduling meetings, responding to meeting requests, checking meeting attendee availability, adding and removing attendees, cancelling meetings, and communicating with meeting attendees.

1. Scheduling Meetings
    1. Creating a meeting request
    2. Scheduling meetings
    3. Response options
    4. Responding to a meeting request
    5. Cancelling meeting attendance
    6. Displaying and hiding calendars
    7. Setting up recurring meetings
    8. Proposing a new time for meetings
    9. Modifying meetings
2. Managing Meetings
    1. Managing meeting responses
    2. Adding and removing attendees
    3. Communicating with attendees
    4. Cancelling meetings

Outlook 2013 - Sharing Your Calendar and Managing Other Calendars

Course ID MS-OUT-150-255   **Course Level** Intermediate

A primary collaboration feature of Outlook is its ability to allow users to share their calendars with other users, as well as grant others the rights to manage their calendar. In this class, students will learn how to share their calendars with other users with varying levels of permission (from read-only to full delegate access), publishing their calendars online, sharing a calendar via email, requesting access to a calendar, changing calendar colors, and accessing SharePoint calendars in Outlook.

1. Sharing calendars
2. Sharing via Exchange
3. Publishing online
4. Calendar sharing
5. Calendar colors
6. Granting permissions
7. Delegating access to your calendar
8. Removing delegates
9. Accessing a SharePoint calendar in Outlook

PowerPoint 2013 - Introduction

Course ID MS-PPT-150-100   **Course Level** Introduction

In this class students will learn how to construct a basic PowerPoint presentation and then deliver the presentation. Participants will use design themes, slide layouts, and templates to create presentations. Students will learn how to insert and format various text and graphic objects including tables, charts, SmartArt, and pictures. Students will create numerous types of basic slides, add basic animation and transitions to a presentation, and then discuss printing and presentation options.

1. Getting Started
    1. The PowerPoint interface
2. Creating Presentations
    1. Creating a basic presentation
    2. Working with slides
    3. Templates and themes
3. Editing Slide Content
    1. Formatting text
    2. Editing efficiently
4. Working with Shapes
    1. Creating shapes
    2. Formatting shapes
    3. Applying content to shapes
5. Graphics
    1. WordArt
    2. Pictures
6. Tables and Charts
    1. Tables
    2. Charts
    3. SmartArt
7. Preparing and Printing Presentations
    1. Proofing presentations
    2. Preparing a presentation
    3. Printing presentations

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PowerPoint 2013 - New Features

Course ID MS-PPT-150-105   **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in PowerPoint 2013. Topics include using Themes and Theme Variations, using drawing and smart guides for alignment, matching colors, switching slide sizes, using Presenter view, adding and replying to comments, using new transition and animation options, and working with new PowerPoint options.

1. Designing a Presentation
    1. Using themes and theme variations
    2. Using alignment guides
    3. Merging common shapes
    4. Matching colors using the eyedropper
    5. Adding online pictures
    6. Taking advantage of widescreen format
    7. Watching a motion path
    8. Formatting objects using the formatting pane
2. Presenting
    1. Using presenter view
3. Working Together
    1. Saving and sharing a presentation in the cloud
    2. Inviting people to share a presentation
    3. Starting an online meeting from PowerPoint
    4. Presenting online
    5. Adding and replying to comments
    6. Picking up where you left off

PowerPoint 2013 - Customizing the Interface and Application Settings

Course ID MS-PPT-150-195 **Course Level** Introduction

PowerPoint has the ability to allow a user to customize the interface, including the Ribbon and the Quick Access Toolbar, as well as the ability to customize default actions and settings of the application. In this course, students will learn how to customize elements of the interface, including the Ribbon and its tabs, and the Quick Access Toolbar. The class will also take a deep dive into the various settings and options of PowerPoint, including AutoCorrect settings, slide show defaults, default printing settings, and myriad other options for controlling how PowerPoint acts and responds when creating presentations.

1. Customizing the Interface
    1. Customizing the Ribbon
    2. Customizing the Quick Access Toolbar
    3. Showing the Mini Toolbar
    4. Showing the Start screen
    5. Setting the Office theme and background
2. Setting Application Defaults
    1. Setting the username and initials
    2. Setting the default save location
3. Other Application Settings
    1. AutoCorrect settings
    2. Spelling and grammar settings
    3. Embedding fonts in a presentation
    4. Backup copy settings
    5. Recent documents recent folders settings
    6. Editing, copying, and pasting settings
    7. Slide show default settings
    8. Print settings

PowerPoint 2013 - Transitions and Animation

Course ID MS-PPT-150-210   **Course Level** Intermediate

PowerPoint has many features to make your presentation more interesting and exciting to the viewer. Transitions control how PowerPoint advances through a presentation, and animations control the movement of text and other objects on a slide. In this session, students will learn to apply transitions to slides, set timings for transitions, apply animation to slide objects, set animation timings, and copy animation settings between objects.

1. Transitions and Timings
    1. Setting transitions for individual slides
    2. Previewing a transition
    3. Applying transition effects to the entire presentation
    4. Applying transition effects to selected slides
    5. Changing the transition timing
    6. Setting timings for a slide show
    7. Rehearsing slide show timings
2. Animations
    1. The Animations ribbon tab and its groups
    2. Working with the animation pane
    3. Customizing an animation effect
    4. Animating text and objects
    5. Previewing an animation
    6. The animation painter
    7. Advanced animation options and timings

PowerPoint 2013 - Using Graphics and Multimedia in a Presentation

Course ID MS-PPT-150-220   **Course Level** Intermediate

Graphics and multimedia elements are a key part of a making a PowerPoint presentation be interesting and engaging for an audience. In this session, students will learn how to add various types of graphic elements to their slides such as WordArt, SmartArt, clip art, pictures, and screenshots, as well as how to add multimedia elements such as audio clips and video clips. Additional topics include modifying pictures and clip art, creating a photo album, and using the Animation Painter.

1. Working with Graphics
    1. WordArt
    2. Pictures
    3. Screenshots
    4. Shapes
    5. SmartArt
2. Working with Multimedia
    1. Video clips
    2. Audio clips
    3. Screen recordings
    4. Animations
    5. Photo albums

PowerPoint 2013 - Producing Presentations

Course ID MS-PPT-150-250   **Course Level** Intermediate

This class focuses on the "before" and "after" of creating and working with PowerPoint presentations. In the "before" category students will learn how to create presentations based on a template, how to apply and work with design themes, and how to use, change, and add slide masters to a presentation. The "after" section focuses on topics for working with a presentation once it's created, including adding transitions and timings to slides, adding speaker notes, proofing presentations, creating customized slide shows for different audiences, previewing and running a presentation, and printing presentations and handouts.

1. Designing and Setting Up a Presentation
    1. Templates and themes
    2. Custom themes
    3. Slide masters
    4. Advanced slide master techniques
2. Finishing and Preparing a Presentation
    1. Transitions and timings
    2. Speaker notes
    3. Interactive elements
    4. Proofing presentations
3. Presenting and Distributing a Presentation
    1. Slide shows
    2. Custom slide shows
    3. Running presentations
    4. Using presenter view
    5. Distributing presentations
    6. Broadcasting a slide show online
    7. Printing presentations

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PowerPoint 2013 - Designing and Setting Up a Presentation

Course ID MS-PPT-150-252   **Course Level** Intermediate

This session is the first in a series of classes related to creating and producing PowerPoint presentations. PowerPoint has many built-in options for starting and creating a new presentation, which includes a large number of templates and themes. In this session, students will learn to create new and customize existing templates, design themes, and slide masters for creating new presentations. Students will learn advanced techniques for creating multi-section presentations, and how to use different slide masters and themes in a presentation.

1. Templates and Themes
     1. Using templates
     2. Adding sections
     3. Using themes
2. Custom Themes
     1. Using modified themes
     2. Creating custom themes
     3. Applying a custom theme
3. Slide Masters
     1. Working with slide masters
     2. Elements of a slide master
     3. Changing fonts and font sizes
     4. Modifying bullets
     5. Inserting slide masters
     6. The Notes and Handout masters
     7. Slide master backgrounds
4. Advanced Slide Master Techniques
     1. Duplicating slide masters
     2. Applying different slide masters
     3. Renaming slide masters

PowerPoint 2013 - Finishing and Preparing a Presentation

Course ID MS-PPT-150-254   **Course Level** Intermediate

This session is the second in a series of classes related to creating and producing PowerPoint presentations. Once the content (slides, bullets, graphics, etc.) of a PowerPoint presentation is finished, there are several "finishing touches" a presentation should receive before it is distributed or presented. In this session, students will learn how to add transitions and slide timings to a presentation, prepare speaker notes, add interactive elements to a presentation using action buttons, and how to proof a presentation.

1. Transitions and Timings
    1. Working with transitions
    2. Applying transition effects to an individual slide
    3. Applying transition effects to the entire presentation
    4. Applying transition effects to selected slides
    5. Setting timings for a slide show
    6. Rehearsing slide show timings
2. Speaker Notes
    1. Working with speaker notes
    2. Adding speaker notes
    3. Adding headers and footers to notes pages
3. Interactive Elements
    1. Working with action buttons
    2. Modifying action buttons
4. Proofing Presentations
    1. Checking spelling
    2. Using AutoCorrect
    3. Using the thesaurus

PowerPoint 2013 - Presenting and Distributing a Presentation

Course ID MS-PPT-150-256   **Course Level** Intermediate

This session is the third in a series of classes related to creating and producing PowerPoint presentations. This session takes a look at features related to the "after" part of creating a PowerPoint presentation - giving the actual presentation and/or distributing the presentation to others. Students will learn about the different tools available while giving a presentation, how to work with different presentation views, create custom slide shows for different audiences, exporting a presentation to different save formats, broadcasting a slide show online, and how to change the printing options for handouts.

1. Slide Shows
    1. Slide shows for speakers
    2. Slide shows for kiosks
2. Custom Slide Shows
    1. Creating and editing a custom slide show
    2. Hiding and unhiding slides
3. Running Presentations
    1. Slide show view
    2. Reading view
    3. Presenter view
4. Distributing Presentations
    1. Sharing presentations
    2. Exporting presentations
    3. Creating handouts
    4. Changing the file type
    5. Saving slides as image files
    6. Sending presentations through e-mail
    7. Creating PDFs
    8. Creating videos
5. Broadcasting a Slide Show Online
    1. Using the Present Online feature
6. Printing Presentations
    1. Previewing in black and white
    2. Changing the page setup
    3. Print output options and handouts

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PowerPoint 2013 - Creating a Custom PowerPoint Design Theme

Course ID MS-PPT-150-300   **Course Level** Advanced

In this advanced course, students will learn to create their own custom Office Design Themes and templates to use as a starting point for future PowerPoint presentations. Topics include understanding the difference between a design theme and a template, selecting a slide size, working with slide masters, creating and modifying slide layouts, inserting and formatting placeholders, customizing fonts and bullets, creating custom color sets, and saving themes for future use and distributing to other users.

1. Creating a Design Theme
    1. Design themes vs. templates
    2. Starting a blank presentation
    3. Selecting a slide size
2. Working with Slide Masters
    1. Slide masters
    2. Layouts
    3. Placeholders
    4. Customizing the slide master
    5. Creating a layout
    6. Duplicating a layout
    7. Renaming a layout
    8. Customizing a layout
    9. Formatting the background
    10. Adding placeholders
    11. Customizing fonts and bullets
3. Customizing Other Design Theme Elements
    1. Customizing colors
    2. Customizing fonts
    3. Customizing effects
4. Working with Custom Themes
    1. Saving a design theme
    2. Copying a design theme
    3. Installing a design theme on another computer
    4. Using a custom design theme

PowerPoint 2013 - Collaborating On and Reviewing Presentations

Course ID MS-PPT-150-350   **Course Level** Advanced

Although you cannot track changes in a PowerPoint presentation as you would in a Word document, PowerPoint does have a limited set of features that allows users to collaborate together on a presentation. These features include document co-authoring and reviewing of changes, using comments, and comparing similar presentations. In this session, students will learn to use these three features when creating presentations in a collaborative setting, and will learn best practices for each feature.

1. Using Comments
    1. Using the comment pane
    2. Adding a comment
    3. Editing a comment
    4. Replying to a comment
    5. Deleting a comment
    6. Moving between comments
    7. Showing markup
2. Comparing Presentations
    1. Selecting presentations to compare
    2. Using the revisions pane
    3. Reviewing differences
    4. Accepting and rejecting differences
3. Co-authoring a Presentation
    1. Saving the presentation to a server
    2. Reviewing changes made by other authors
    3. Getting notified when authors make changes

SharePoint 2010 - Introduction

Course ID MS-SPT-040-100 **Course Level** Introduction

In this class, students will learn how to work with and use SharePoint 2010. SharePoint has many powerful features, and works seamlessly with Office 2007 and Office 2010. SharePoint is a place to share files, contacts, calendars, and enables collaboration between employees. Departments can easily post content to share with other areas, and within departments, groups of users will be able to work on documents together without having to e-mail them back and forth to each other. This course is designed for students with little to no experience using SharePoint. Students will learn the basics of navigating a SharePoint site, and will become familiar with the major features and types of content found on a SharePoint site.

1. SharePoint Introduction
2. Understanding SharePoint
3. SharePoint Structure
4. Navigating a SharePoint Site
5. SharePoint Security
6. SharePoint Content Categories
7. Working with Pages
8. Working with Lists
9. Working with Libraries
10. Office Integration
11. Searching SharePoint
12. Using Alerts

SharePoint 2010 - Working with Lists for End Users

Course ID MS-SPT-040-110   **Course Level** Introduction

SharePoint Lists store information much like a spreadsheet does but with one important benefit - lists enable the sharing of information between coworkers, and can be customized for a variety of situations and tasks. In this course designed for end users, students will become familiar with the standard features of a list and will learn how to work with the data in a list. Topics include navigating a list, sorting and filtering list data, changing views, adding and editing items in a list, using datasheet view, exporting list data to Excel, and creating alerts for lists.

1. Introduction to Lists
2. Navigating a List
3. Working with List Items
4. Working with List Item Attachments
5. Using Datasheet View
6. Creating Personal Views of a List
7. Integrating Lists with Excel
8. Integrating Lists with Outlook
9. Using Alerts
10. E-mailing Links

SharePoint 2010 - Working with Libraries for End Users

Course ID MS-SPT-040-120   **Course Level** Introduction

Libraries are SharePoint's central repositories for documents and files, making it easy to not only share documents with others, but also enable collaboration on those documents between coworkers. In this class designed for end users, students will learn how to create and manage documents and folders, upload single and multiple documents, manage views, edit document metadata, work with document libraries directly from the Office applications, use Windows Explorer to move and copy files, and create alerts for files, folders, and libraries.

1. Introduction to Libraries
2. Navigating a Library
3. Working with Documents in a Library
4. Working with Document Properties
5. Uploading Documents to a Library
6. Downloading Documents from a Library
7. Using Windows Explorer with a Library
8. Accessing a Library from Office
9. Creating Personal Views of a Library
10. Using Alerts
11. E-Mailing a Link

SharePoint 2010 - Accessing Libraries Using Explorer and Office

Course ID MS-SPT-040-122   **Course Level** Introduction

In this session, we will look at ways to work with the files and documents in a SharePoint Library using both Windows Explorer (in Windows XP and Windows 7) and Microsoft Office (both 2007 and 2010). Topics include opening a library in Explorer, moving and copying files between folders and libraries, creating shortcuts to libraries in Explorer and Office, and opening and saving files directly to a library from Office.

1. Opening a Library in Windows Explorer
    1. Overview
    2. Opening a Library with Windows Explorer
    3. Copying and Moving Files
    4. Selecting Multiple Files
2. Accessing a Library Using Windows Explorer
    1. Overview
    2. Cleaning Up a URL
    3. Windows XP Procedures
        1. Opening Windows Explorer
        2. Mapping a Network Drive
        3. Using My Network Places
        4. Adding a Network Place
    4. Windows 7 Procedures
        1. Opening Windows Explorer
        2. Mapping a Network Drive
        3. Adding to Favorites
        4. Adding a Network Location
3. Accessing a Library Using Microsoft Office
    1. Office Integration with Libraries
    2. Office 2007 Procedures
        1. Using Recent Documents
        2. Using My Network Places
        3. Adding a Shortcut to the Places Bar
    3. Office 2010 Procedures
        1. Using Recent Files and Recent Places
        2. Saving to SharePoint
        3. The Open/Save File Management Window

SharePoint 2010 - Working with Calendars

Course ID MS-SPT-040-130   **Course Level** Intermediate

SharePoint 2010 has many new and improved features for working with calendars, including Calendar Overlays, Group Calendars, and many user interface improvements to make SharePoint calendars behave like Outlook calendars. In this course, students will learn how to create calendars, set calendar options, create new views for calendars, display multiple SharePoint and Outlook calendars in a single SharePoint calendar, use Group Calendars, reserve resources using calendars, and linking calendars to Outlook.

1. Introduction and Overview
2. Scheduling Appointments and Events
    1. Creating New Items
    2. Creating Recurring Items
    3. Modifying Calendar items
    4. Deleting Calendar Items
3. Creating Calendars
    1. Creating a New Calendar
    2. Setting Calendar Options
4. Managing Views
    1. Creating New Views
    2. Overlaying Multiple Calendars in a View
    3. Viewing Multiple Calendars using a Group Calendar
5. Working with Resources
    1. Enabling Reservation of Resources in a Calendar
    2. Reserving a Resource in a Group Calendar
6. Connecting to Outlook
    1. Establishing Links to Outlook
    2. Copying Between Outlook and SharePoint
    3. Unlinking a SharePoint Calendar from Outlook

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SharePoint 2010 - Using Tracking Lists to Manage Tasks

Course ID MS-SPT-040-140   **Course Level** Intermediate

SharePoint 2010 has a variety of list types in the tracking category that allow users to track and manage the work and tasks to be performed by people. These list types are Tasks, Project Tasks, Status Lists, and Issue Tracking Lists. In this course, students will learn the differences between and the specific uses of each of these list types, how to create each type of list, work with the items in the list, change list views, assign items to other users, connect task lists to Outlook, customize the columns in a list, and create and manage views of the list.

1. Introduction and Overview
2. Working with Task Lists
    1. Creating a new task list
    2. Creating and assigning a task
    3. Tracking task activity
    4. Marking a task as complete
    5. Changing task list views
3. Working with Project Task Lists
    1. Creating a new project task list
    2. Creating and assigning a project task
    3. Changing the project task list view
    4. Editing and deleting items from the list
4. Working with Issue Tracking Lists
    1. Creating a new issue tracking list
    2. Specifying categories
    3. Creating new items
    4. Editing items
5. Working with Status Lists
    1. Creating a new status list
    2. Adding a status indicator to a status list
6. Customizing a List
    1. Creating a custom view
    2. Creating a custom column
    3. Adding a site column to a list
7. Outlook Integration
    1. Connecting a task list to Outlook

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SharePoint 2010 - Creating and Conducting Surveys

Course ID MS-SPT-040-150   **Course Level** Intermediate

SharePoint surveys allow users to create online surveys and polls to gather information and responses to topics from their fellow co-workers and team members. In this course, students will learn how to plan for and create a basic survey, use different question types including questions with branching logic, edit surveys and add questions, change the order of questions, respond to surveys, and how to view and analyze survey responses.

1. Creating a Survey
    1. Planning a Survey
    2. Types of Survey Questions and Answers
    3. Creating a Survey
    4. Adding Branching Logic to a Survey Question
2. Modifying Surveys
    1. Editing a Question
    2. Adding a Question
    3. Deleting a Question
    4. Adding a Page Break Between Questions
    5. Changing the Order of Questions
3. Responding to a Survey
    1. Responding to a Survey
    2. Editing Your Response to a Survey
    3. Completing a Partial Response to a Survey
4. Viewing and Analyzing Survey Results
    1. Viewing an Overview of a Survey and its Responses
    2. Viewing a Graphical Summary of All Responses
    3. Viewing All Survey Responses
    4. Viewing a Single Survey Response
    5. Exporting Responses to a Spreadsheet

SharePoint 2010 - Using Slide Libraries to Share PowerPoint Slides

Course ID MS-SPT-040-160   **Course Level** Intermediate

In this class, students will learn how to use SharePoint Slide Libraries to collaborate, share, and reuse slides from PowerPoint presentations. Slide libraries are a specialized type of library in SharePoint that have extra features and options to support PowerPoint slides and creating presentations using the stored slides. Topics include creating a slide library, publishing slides to a slide library, using slide library slides in a PowerPoint presentation, and checking for updates and changes to stored slides. Students should have a good working knowledge of PowerPoint prior to this class.

1. Overview
2. Creating a Slide Library
3. Posting Slides to a Slide Library
    1. Uploading slides using SharePoint
    2. Publishing slides to SharePoint using PowerPoint
4. Viewing and Editing Slide Properties
5. Adding Slides to a Presentation
    1. Copying slides from SharePoint into a new presentation
    2. Copying slides from SharePoint into an existing presentation
    3. Inserting slides from a slide library using PowerPoint
6. Editing Slides in a Slide Library
7. Checking for Changes or Updates to Slides
8. Breaking the Link to a Slide Library
9. Deleting Slides

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SharePoint 2010 - Using Picture and Asset Libraries to Manage Media Files

Course ID MS-SPT-040-165 **Course Level** Intermediate

SharePoint has two types of libraries that are specifically geared towards the storage and use of media files. Picture libraries are designed for the storage and management of image files such as photos, graphics, and clip art. Asset libraries can also include pictures, but are also designed to store and manage audio and video files. In this session, students will learn about the main differences between these two library types, will create each type of library, use different library views, and will learn how to work with files stored in each library type.

1. Overview
    1. Picture Libraries
    2. Asset Libraries
    3. Differences and Capabilities
2. Picture Libraries
    1. Creating a Picture Library
    2. Using Views
    3. Adding Pictures
    4. Filtering and Sorting Pictures
    5. Editing Pictures
    6. Downloading Pictures
    7. Sending Pictures to Office
    8. Viewing a Picture Slide Show
3. Asset Libraries
    1. Creating an Asset Library
    2. Using Views
    3. Uploading Content to an Asset Library
    4. Previewing Content

SharePoint 2010 - Working with Views

Course ID MS-SPT-040-170   **Course Level** Introduction

In this session, students will learn how to create and work with public and personal views in SharePoint lists and libraries. A View is a collection of settings that determines how the information in a list or library is presented. These settings include what columns are displayed, the sort order of the information, how the data is gathered into groups, what data may be hidden or filtered, and other stylistic elements of the view. Students will learn about the different types of views, how to create and edit views, how to set a default view, and how to customize the views in a list or library.

1. View Basics
    1. About Views
    2. Views and Permissions
    3. Creating a New View
2. Configuring Views
    1. About View Settings
    2. View Formats
    3. View Options
3. Other Procedures
    1. Modifying a Current View
    2. Setting a Default View
    3. Customizing Available Views
    4. Deleting a View

SharePoint 2010 - Using Document Sets for End Users

Course ID MS-SPT-040-180   **Course Level** Intermediate

Document Sets are a new feature of SharePoint 2010 that allow users to manage multiple documents for a project or task as a single work product. Document Sets can be thought of as a specialized type of document folder, with extra functionality to manage the documents as a group. For instance, a new grant proposal may consist of an application, two feedback forms, and a spreadsheet. These multiple documents can be managed as a single entity in SharePoint 2010 using a Document Set. In this class, students will learn how to create a new document set, navigate and work with the document set welcome page, ad or upload documents to a document set, view and edit metadata, use versioning, and share a link to a document set.

1. Introduction and Usage of Document Sets
    1. Document Sets Defined
    2. When to Use a Document Set
    3. Document Set Capabilities
    4. Document Sets vs. Folders
    5. Document Set Limitations
    6. Best Practices
2. Basic Procedures
    1. Creating a New Document Set
    2. Navigating the Welcome Page
    3. Editing Documents in a Document Set
    4. Creating New Documents in a Document Set
    5. Uploading Documents to a Document Set
    6. Viewing and Editing Shared Document Properties
    7. Sharing a Link to a Document Set
    8. Deleting a Document Set

SharePoint 2010 - Connecting and Collaborating Using My Sites

Course ID MS-SPT-040-190   **Course Level** Introduction

My Sites are users' personal SharePoint sites where they can create and manage their own lists and libraries, share information and connect with colleagues, and track information they are interested in. In this session, students will learn how to build and edit their My Site profile and site, manage the information they share, track and follow colleagues, use tags and notes to share information, and communicate with other users via blogs, notes, and status updates.

1. Overview
    1. Making the most of your My Site
    2. Interacting with content and colleagues
    3. Sharing and managing access to your content
    4. Understanding how people add colleagues and follow activities
2. Building Your Profile
    1. How profiles affect whether people find you
    2. Viewing your profile
    3. Viewing your profile using privacy categories
    4. Updating your profile
    5. Editing personal details in your profile
    6. Best practices for filling out profiles
3. Following Colleagues
    1. Adding a new colleague
    2. Viewing new colleague suggestions
    3. Adding a colleague to a new group
    4. Moving a colleague to another group
    5. Removing a colleague
4. Using Tags and Notes to Share Information
    1. Overview of tags and notes
    2. Viewing your tags for documents and pages
    3. Viewing information related to a tag
    4. Viewing your notes
    5. Viewing tags and notes on a SharePoint page
5. Adding Content to your My Site
    1. Adding shared documents
    2. Creating a personal blog
6. Status Updates
    1. Sharing status updates
    2. Checking your Newsfeed for updates

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SharePoint 2010 - Designing SharePoint Lists for Site Owners

Course ID MS-SPT-040-200 **Course Level** Intermediate

SharePoint Lists store information much like a spreadsheet does but with one important benefit - lists enable the sharing of information between coworkers, and can be customized for a variety of situations and tasks. This course is designed for SharePoint site owners and administrators who will creating and maintaining SharePoint lists for end users. Topics in this class include creating new lists, creating and customizing list columns, creating and customizing site columns, creating and using views, changing list settings, and saving a list as a template.

1. Reviewing Basic List Concepts
2. Creating a List
3. Customizing the List Settings
4. Working with Columns
5. Working with Site Columns
6. Validating Data
7. Working with Views
8. Managing a List

SharePoint 2010 - Designing SharePoint Libraries for Site Owners

Course ID MS-SPT-040-210 **Course Level** Intermediate

Libraries are SharePoint's central repositories for documents and files, making it easy to not only share documents with others, but also enable collaboration on those documents between coworkers. This course is designed for SharePoint site owners and administrators who will creating and maintaining SharePoint libraries for end users. Topics in this class include creating new libraries, creating and customizing library columns, creating and customizing site columns, creating and using views, changing library settings, and saving a library as a template.

1. Reviewing Basic Library Concepts
2. Creating a Library
3. Customizing the Library Settings
4. Working with Columns
5. Working with Site Columns
6. Validating Data
7. Working with Views
8. Managing a Library

SharePoint 2010 - Designing SharePoint Lists and Libraries for Site Owners

Course ID MS-SPT-040-220   **Course Level** Intermediate

This course combines the Designing SharePoint Lists for Site Owners and the Designing SharePoint Libraries for Site Owners into a single class.   In this class, site owners and administrators will learn how to create both SharePoint List and Libraries for their sites and how these processes are similar.   Topics in this class include creating new lists and libraries, creating and customizing columns, creating and customizing site columns, creating and using views, changing settings, and saving a list or library as a template.

1. Reviewing Basic Library Concepts
2. Reviewing Basic List Concepts
3. Creating a Library
4. Customizing the Library Settings
5. Creating a List
6. Customizing the List Settings
7. Working with Columns
8. Working with Site Columns
9. Validating Data
10. Working with Views
11. Managing a List or Library

SharePoint 2010 - Working with Columns in Lists and Libraries

Course ID MS-SPT-040-225 **Course Level** Intermediate

Columns are the essential "storage unit" of SharePoint in lists and libraries - columns contain all descriptive information about a document in a library or the details of a list item. The columns in a SharePoint list or library come in a wide variety of data types - from simple text fields, to calculated columns and drop-down menus. In this session, students will learn about the various types of columns and how to create, modify, and delete columns. Students will also learn how to set default options for columns in folders (a new feature for SharePoint 2010), change the column field order, use validation to ensure accurate data entry, and use site columns to build a consistent column experience across lists and libraries in a site.

1. Working with Columns
    1. About Columns
    2. Understanding Column Types
    3. Basic Column Types
    4. Creating a New Column
    5. Modifying an Existing Column
    6. Deleting a Column
    7. Changing the Field Order
    8. Setting Column Default Values
2. Working with Site Columns
    1. Understanding Site Columns
    2. Benefits of Site Columns
    3. Creating a Site Column
    4. Adding a Site Column to a List or Library
3. Validating Data
    1. About Validating Data
    2. Getting Additional Formula Help Online
    3. Validating Data at the List or Library Level
    4. Validating Data at the Column Level

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SharePoint 2010 - Managing Documents in Libraries

Course ID MS-SPT-040-230   **Course Level** Intermediate

In this course, students will learn how to use the features of SharePoint libraries that allow owners and administrators to manage the document approval and publication process. Topics covered include using content approval, understanding document approval status, publishing major and minor versions of documents, reviewing the version history, managing versions, and using the check out and check in process for editing documents. Students interested in this course should have a good understanding of the basic features of working in a SharePoint library.

1. Configuring and Creating a Library
    1. Creating a New Library
    2. Configuring Basic Settings
    3. Configuring Versioning Settings
2. Check Out and Check In
    1. Checking Out a File from a Document Library
    2. Checking Out a File from Office
    3. Checking In a Document
    4. Managing Checked Out Files
3. Content Approval
    1. Viewing Approval Status
    2. Understanding the Approval Statuses
    3. Approving a Document
4. Document Versioning
    1. Viewing the Version History List
    2. Publishing a Major Version
    3. Publishing a Minor Version
    4. Deleting Prior Versions

SharePoint 2010 - Editing Documents Using Check In and Out

Course ID MS-SPT-040-232 **Course Level** Intermediate

Many people are aware that documents can be checked in and out of SharePoint document libraries for editing, however, there are many "fine points" when using check in and out, that, if not followed properly, could result in problems. In this session, we will look at the proper methods for working with checked out documents, understanding where checked out documents can be saved, and how to properly check documents back in so that other users can work with them.

1. The Document Editing Process
    1. The Common Way to Edit Files
    2. The Problem
    3. A Solution
2. Understanding Check Out and In
    1. Overview
    2. Required vs. Optional Check Out
    3. Where's My Document?
    4. Rules for Using a Local Copy
    5. Default Settings from Office
3. Check Out Procedures and Tasks
    1. Checking Out When Required
    2. Checking Out When Optional
    3. Discarding a Check Out
    4. Overriding a Check Out
    5. Opening a Checked Out File
4. Check In Procedures and Tasks
    1. Checking In vs. Saving
    2. Checking In Best Practice
    3. Checking In Using Office 2007
    4. Checking In Using Office 2010
    5. Checking In Using SharePoint
    6. Adding Comments
    7. Keeping a File Checked Out
    8. Checking In Uploaded Files - Single File
    9. Checking In Uploaded Files - Multiple Files

SharePoint 2010 - Managing Files and Items Using Content Approval

Course ID MS-SPT-040-234   **Course Level** Intermediate

Some lists and libraries may contain information or files that should be reviewed by a moderator before being published and made available to general users. SharePoint's Content Approval feature allows a moderator to review a list item or file, and either approve or reject the item or file. In this course, students will learn about the four different approval statuses, the general workflow of the statuses, the four basic roles involved with content approval and the tasks associated with those roles, how to turn content approval on or off for a list or library, uploading files and documents, approving and rejecting files, and viewing and sorting files by approval status.

1. The Approval Statues and Stages
2. Viewing the Approval Status of an Item or File
3. Configuring a List or Library to Require Approval
4. Removing the Approval Requirement
5. Configuring Permissions for Approvers
6. Approving a File or Item
7. Rejecting a File or Item
8. Resubmitting an File or Item for Approval

SharePoint 2010 - Working with Versioning

Course ID MS-SPT-040-236   **Course Level** Intermediate

Versioning allows users to track, manage, and review how documents, information, and files have changed over time and editing cycles. In this session, students will learn how versioning works in SharePoint libraries and lists, and how versioning differs from the Track Changes features of Office. Other topics covered in this session include creating versions, working with version comments, publishing and unpublishing versions, working with the version history, and using versioning with Microsoft Office.

1. Introduction
    1. Major Versioning
    2. Major and Minor Versioning
    3. SharePoint Versioning vs. Office Track Changes
2. Creating Versions
    1. Creating a new file
    2. Uploading a files
    3. Changing file properties
    4. Open/edit/save/close
    5. Checking in
    6. Co-authoring
3. Working with Version Comments
    1. Comments rules
    2. Comments exceptions
4. Publishing and Unpublishing
    1. Publishing a major version
    2. Unpublishing a major version
5. Working with the Version History
    1. Viewing the version history
    2. Viewing a previous version
    3. Viewing the properties of a version
    4. Restoring a previous version
    5. Deleting a previous version
    6. Unpublishing a version
    7. Deleting all versions
    8. Deleting minor versions
6. Versioning and Office
    1. Viewing the version history
    2. Viewing version comments
    3. Viewing a previous version
    4. Restoring a previous version
    5. Refreshing the version list
    6. Comparing versions (Word only)

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SharePoint 2010 - Enabling Conversations Using Discussion Boards

Course ID MS-SPT-040-250 **Course Level** Intermediate

A SharePoint Discussion Board is a forum where members of a team can discuss topics that are relevant to the team. Discussion boards are threaded, which means the original message and all of its replies are linked together. In this class, students will learn how to create and set up a discussion board, how to customize the appearance and views of a discussion board, and how to participate in and reply to topics on a discussion board.

1. Introduction
2. Setting Up a Discussion Board
    1. Creating a new discussion board
    2. Starting a discussion
    3. Specifying the default public view
    4. Adding columns to a discussion board
3. Participating in a Discussion
    1. Creating a new discussion topic
    2. Replying to a discussion
    3. Editing your own discussion topic
    4. Editing your reply to a discussion
    5. Changing how you view a discussion
4. Using a Discussion Board with Outlook
    1. Connecting a discussion board to Outlook
    2. Posting to a discussion board using Outlook
    3. Replying to a discussion topic using Outlook
    4. Removing a discussion board from Outlook
5. Moderating a Discussion Board
    1. Replying to a discussion
    2. Editing a discussion
    3. Deleting a discussion
    4. Replying to a post
    5. Editing a post
    6. Deleting a post

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SharePoint 2010 - Sharing Knowledge Using a Wiki

Course ID MS-SPT-040-252   **Course Level** Intermediate

A wiki is a website that allows the easy creation and editing of any number of interlinked web pages and content via a web browser. SharePoint Wikis are often used to create collaborative websites allowing users to freely share and edit knowledge and information. In this class, students will learn about the nature and functions of a wiki, how to create a SharePoint wiki page library, how to manage and edit the pages in a wiki, how to delete and restore wiki pages, and how to manage user permissions within a wiki site.

1. Creating and Editing a Wiki
    1. Creating a wiki page library
    2. Editing a wiki page
    3. Checking out a wiki page for editing
    4. Adding a picture to a wiki page
    5. Adding a wiki link to another wiki page
    6. Creating a wiki page from a placeholder link
    7. Editing a wiki link or its display text
    8. Adding a hyperlink to an external page
    9. Adding a list or library to a wiki page
2. Managing a Wiki
    1. Setting unique permissions
    2. Working with SharePoint groups
    3. Adding users to a wiki
    4. Stop inheriting permissions from a parent site
    5. Setting unique permissions for a wiki page
    6. Viewing all pages in a wiki
    7. Restoring a previous version of a wiki page
    8. Viewing which pages link to the current page
    9. Deleting a wiki page

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SharePoint 2010 - Sharing News and Information Using Blogs

Course ID MS-SPT-040-254   **Course Level** Intermediate

A blog is a SharePoint site that enables you or your organization to quickly share news and information. Blogs contain posts that are dated and listed in reverse chronological order. Users can comment on posts, as well as provide links to interesting sites, photos, and related blogs. In this course, students will learn how to create a blog site, post blog entries, make and edit blog post comments, customize a blog site, and configure permissions for a blog.

1. Introduction to Blogs
    1. Parts of a blog
    2. Creating blog posts
    3. Maintaining blogs
    4. Staying updated on changes to a blog
2. Creating a Blog
    1. Creating a blog
    2. Setting up categories
    3. Changing the image and description
    4. Customizing other blog settings
3. Posting to a Blog
    1. Posting to a blog using a web browser
    2. Posting to a blog by sending e-mail
    3. Posting to a blog using Word
4. Working with Comments in a Blog
    1. Adding comments to a blog post
    2. Editing comments in a blog post
    3. Viewing comments for a specific blog post
    4. Viewing all comments in a blog
    5. Tracking comments on blog posts
5. Configuring Permissions for a Blog
    1. Setting site permissions for a blog
    2. Adding users or groups to a blog
    3. Configuring permissions for lists or libraries associated with a blog

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SharePoint 2010 - Organizing Meetings Using a Meeting Workspace

Course ID MS-SPT-040-256 **Course Level** Intermediate

A Meeting Workspace is a SharePoint site for gathering all the information and materials for one or more meetings. If your meeting materials — such as agendas, related documents, objectives, and tasks — are often scattered, a Meeting Workspace site can help you keep them all in one place. In this class, students will learn how to create a Meeting Workspace site, manage the pages in a site, assign and track tasks, manage meeting attendees, and customize the Meeting Workspace site settings.

1. Creating a Meeting Workspace Site
    1. How to use a Meeting Workspace site
    2. Choosing a Meeting Workspace template
    3. Creating a Meeting Workspace when creating an event
    4. Creating a Meeting Workspace without creating an event
2. Managing Pages
    1. Adding a page
    2. Renaming a page
    3. Changing the order of pages
    4. Deleting a page
3. Assigning and Tracking Tasks
    1. Creating a tasks list
    2. Adding and assigning tasks
    3. Updating tasks
4. Managing Attendees
    1. Adding meeting attendees
    2. Editing meeting attendees
    3. Deleting meeting attendees
5. Customizing the Site
    1. Adding lists or libraries
    2. Removing lists or libraries
    3. Changing the layout
    4. Changing the site settings
    5. Sharing items for multiple or recurring meetings

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SharePoint 2010 - Using SharePoint Lists with Excel
Course ID MS-SPT-040-260   **Course Level** Intermediate

In many ways, SharePoint lists are a form of "online spreadsheet" (without many of the computational functions). SharePoint has the ability to interact with Excel by exporting the data in a list to Excel, and then refreshing data depending on the user's settings. In this brown bag session, we will look at preparing to export list data to Excel, performing an export, refreshing list data manually and automatically, what happens when changes are made to the data, and how to unlink an Excel spreadsheet from a SharePoint list.

1. Using Excel with Lists
2. Preparing to Export to Excel
3. Exporting a List to Excel
4. Refreshing the List Data in Excel Manually
5. Refreshing the List Data in Excel Automatically
6. The Consequences of Refreshing Data
7. Unlinking an Excel Spreadsheet
8. Importing from Excel

SharePoint 2010 - Integrating SharePoint with Outlook

Course ID MS-SPT-040-270   **Course Level** Intermediate

Outlook 2010 and SharePoint 2010 enable people to share information and work together on tasks and projects. By using Outlook 2010, you can access a variety of collaborative areas in SharePoint 2010. In this course, students will learn about the various SharePoint features that integrate with and can be managed by Outlook including sharing calendars and contact lists, managing tasks, participating in discussion boards and meeting workspaces, and managing SharePoint alerts.

1. Overview and Introduction
2. Managing Calendars
    1. Linking a SharePoint calendar to Outlook
    2. Using the calendar overlay mode
    3. Turning calendars on and off
    4. Copying items between calendars
    5. Deleting a calendar link
3. Tracking Tasks
    1. Linking a SharePoint task list to Outlook
    2. Managing and updating tasks
4. Using Contacts
    1. Linking a SharePoint contact list to Outlook
    2. Emailing to a SharePoint contact list
5. Participating in Discussion Boards
    1. Linking a discussion board to Outlook
    2. Reading and creating posts
6. Managing Alerts
    1. Displaying alerts
    2. Changing alerts
    3. Deleting alerts
7. Working with Meeting Workspaces

SharePoint 2010 - Integrating Common SharePoint Lists with Outlook

Course ID MS-SPT-040-275   **Course Level** Intermediate

Several types of SharePoint lists can be linked to and managed with Outlook. In this session, we will explore tips and tricks for three types of lists – Calendar, Contacts, and Tasks. Topics include connecting and synchronizing a SharePoint list to Outlook, copying and moving content between SharePoint and Outlook, sending email to a SharePoint contacts list, and breaking a list link to SharePoint.

1. Contacts
    1. Synchronizing Contact Lists Between SharePoint and Outlook
    2. Connecting Your SharePoint Contact List to Outlook
    3. Managing Update Conflicts
    4. Deleting Contacts
    5. Recovering Deleted Contacts
    6. Moving Contacts Between Lists
2. Calendars
    1. Synchronizing Calendars Between SharePoint and Outlook
    2. Adding a SharePoint Calendar to Outlook
    3. Overlaying Calendars
    4. Making Changes to Calendar Items
    5. Copying and Moving Items Between Calendars
    6. Deleting Items from the Calendar
3. Tasks
    1. Synchronizing Tasks Between SharePoint and Outlook
    2. Adding Task Lists to Outlook
    3. Editing Tasks from Outlook
    4. Sending E-mails from Tasks

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SharePoint 2010 - Using Data Calculations in Lists and Libraries

Course ID MS-SPT-040-310   **Course Level** Advanced

Formulas and functions can be used in SharePoint lists or libraries to calculate data in a variety of ways. By adding a calculated column to a list or library, formulas can be created that include data from other columns and perform functions to calculate dates and times, to perform mathematical equations, or to manipulate text. In this course, students will learn how to create a calculated column in a list or library, create calculated site columns for reuse throughout a site, use common formulas and functions, and use column references, constants, and operators in a formula.

1. Introduction to Data Calculations
    1. Formulas overview
    2. Functions overview
    3. Using column references in a formula
    4. Using constants in a formula
    5. Using calculation operators in a formula
2. Calculating Data
    1. Adding a calculated column
    2. Making a calculated site column
    3. Adding a calculated site column to a list or library
3. Using Common Formulas
    1. Conditional formulas
    2. Date and time formulas
    3. Mathematical formulas
    4. Text formulas

SharePoint 2010 - Working with Content Types

Course ID MS-SPT-040-320   **Course Level** Advanced

Content types are the document or item options found on the New menu in a SharePoint list or library. Content types are a reusable group of settings for a category of content in a list or library. Content types are used to manage and organize the metadata, templates, and behaviors of items and documents in lists and libraries in a consistent fashion. In this class, students will learn how to enable content types in a list or library, create site content types, add content types to lists and libraries, and change content types that already exist in a site.

1. Introduction to Content Types
    1. What is a content type?
    2. How content types work at the site level
    3. How content types work in lists and libraries
2. Creating a Site Content Type
    1. About site content types
    2. Content type considerations
    3. Creating a site content type
3. Turning on Support for Multiple Content Types
    1. Multiple content type considerations
    2. Turning on content types in a library
    3. Turning on content types in a list
4. Adding Content Types to Lists and Libraries
    1. How content types work
    2. Adding a content type
    3. Changing the button order or default content type
5. Changing Content Types
    1. Associating a document template with a content type
    2. Adding a workflow to a content type
    3. Adding an existing column to a content type
    4. Adding a new column to a content type
    5. Changing the column order for a content type
    6. Making a content type read-only

SharePoint 2010 - Managing Groups of Documents Using Document Sets

Course ID MS-SPT-040-325   **Course Level** Advanced

Document Sets are a new feature of SharePoint 2010 that allow users to manage multiple documents for a project or task as a single work product.   For instance, new grant proposals may consist of an application, two feedback forms, and a spreadsheet.   These multiple documents can be managed as a single entity in SharePoint 2010 using a Document Set. Document Sets are a hybrid of content types and folders. In this class, students will learn how to create and configure a new Document Set content type, how to create and manage Document Sets, and how to customize the welcome page for a Document Set.

1. Introduction to Document Sets
    1. What is a Document Set?
    2. Document Set Capabilities
2. Creating and Configuring a New Document Set Content Type
    1. Enabling Document Sets for a Site Collection
    2. Creating a New Document Set Content Type
    3. Configuring a Document Set Content Type
    4. Customizing a Document Set Content Type
    5. Customizing the Welcome Page for a Document Set
3. Creating and Managing Document Sets
    1. Working with Document Sets
    2. Creating a New Instance of a Document Set
    3. Adding or Uploading Documents to an Existing Document Set
    4. Managing Permissions for a Document Set
    5. Managing Versions
    6. Sharing a Link to a Document Set

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SharePoint 2010 - Creating Web Part Pages and Using Web Parts

Course ID MS-SPT-040-330   **Course Level** Advanced

Web Parts are modular units that form the basic building blocks of most SharePoint pages. Web parts are added to web part zones on web part pages. SharePoint has a variety of web part page templates and built-in web parts, making it easy for a site owner or administrator to change the look of a page without having to use a web page editing program. In this course, students will get a basic introduction to the use of web parts, zones, and pages. Students will learn how to create a library to store pages, create new web part pages, manage the web parts on a page, perform basic customization on the web parts, and how to create data connections between web parts.

1. Introduction
    1. Overview of web parts and web part pages
    2. Types of web parts
    3. Ways to use web parts and web part pages
2. Creating Web Part Pages
    1. Creating a library to store pages
    2. Creating a new web part page
    3. Adding, moving, and deleting web parts on a page
3. Customizing Web Parts
    1. Changing web part properties using the tool pane
    2. Common properties of web parts
    3. Displaying lists and libraries in web parts
4. Connecting Data in Web Parts
    1. Creating web part connections
    2. Changing a connection between web parts
    3. Removing a connection between web parts
    4. Common types of web part connections

SharePoint 2010 - Using the Content Organizer to Manage Incoming Files

Course ID MS-SPT-040-340   **Course Level** Advanced

The Content Organizer is a new tool of SharePoint 2010 that makes it easier for site owners and administrators to make sure that documents are uploaded and saved to the appropriate libraries and folders for their site. The Content Organizer simplifies the process of storing documents by automatically moving documents to specific libraries and folders based on the content rules set up by the site owners. In this class, students will learn how to enable the Content Organizer for a site collection, create rules for the Content Organizer, manage files in the Drop Off Library that do not meet current criteria, and set up notifications for site owners.

1. Introduction and Overview
2. Configuring the Content Organizer
    1. Enabling the Content Organizer
    2. Changing Organizer Settings
3. Creating Rules to Route Documents
    1. Specifying Rule Managers
    2. Creating Rules
4. Managing Files in the Drop Off Library
    1. Setting Alerts
    2. Moving Files

SharePoint 2010 - Controlling Access Using Groups and Permissions
Course ID MS-SPT-040-350   **Course Level** Advanced

SharePoint 2010 provides security features that a site owner can use to help control access to and authorization on sites. By using these security features, site owners control who can access the site, and site owners specify what permissions are assigned to users for particular entities. In this course, students will learn about the default SharePoint groups and default SharePoint permission levels, how to manage groups and permissions, and how to assign and change permissions for sites, lists, libraries, and other SharePoint objects. This is an advanced level class recommended for site owners and administrators.

1. Controlling user access with permissions
    1. Introduction to site collections and site collection administrators
    2. Visualize the components of permissions
    3. Restrict access to one specific piece of content
2. About SharePoint groups
    1. What are SharePoint groups?
    2. Default SharePoint groups
    3. Groups and permission levels
3. Default security groups
4. Manage membership of SharePoint groups
    1. Add users to a group
    2. Remove users from a group
    3. Grant a group access to a site
    4. Create a new group
    5. Delete a group
    6. Assign a new permission level to a group
5. Default permission levels
    1. Default permission levels
    2. List, site, and personal permissions
    3. Dependencies and descriptions
6. Edit, create, and delete permission levels
    1. Open the permission levels page
    2. Create a permission level
    3. Copy a permission level
    4. Edit a permission level
    5. Delete a permission level
    6. Assign a new permission level to a group
7. Edit permissions for a list, library, or individual item
    1. Introduction to setting individual permissions
    2. Reconfigure a list to inherit permissions

SharePoint 2010 - Using Managed Metadata to Classify and Organize Content

Course ID MS-SPT-040-360   **Course Level** Advanced

Managed metadata allows users to apply properties to items throughout SharePoint 2010 lists and libraries from a centrally managed hierarchy of terms. Term sets are managed by the site collection administrator, and which in turn facilitate consistent metadata across SharePoint sites. Managed metadata can also be used within columns, which in turn can be used to enable metadata navigation in a list or library. In this course, students will learn about the theory and benefits of managed metadata, how to access and work with the Term Store management console, create new term sets, add terms to term sets, and use term sets within lists and libraries.

1. Managed Metadata Features
    1. Key Terms and Concepts
    2. Benefits of Managed Metadata
    3. Managing Metadata
    4. Applying Metadata
2. Creating and Managing Terms Within Term Sets
    1. Term Set Scale and Structure
    2. Adding a Term to a Term Set
    3. Copying, Moving, Reusing, Merging, and Deleting Terms
    4. Specifying a Custom Sort Order for Terms in a Term Set
    5. Specifying Synonyms for a Term
3. Creating a Managed Metadata Column
    1. Benefits of Using a Managed Metadata Column
    2. Creating a Site Column That Maps to an Existing Term Set
    3. Creating a New Term Set for a New Column
4. Configuring Metadata Navigation for a List or Library
    1. Metadata Navigation and Filtering Features
    2. Enabling Metadata Navigation and Filtering
    3. Configuring Metadata Navigation

SharePoint 2010 - Using Workflows to Automate Business Processes

Course ID MS-SPT-040-370   **Course Level** Advanced

SharePoint workflows are pre-programmed mini-applications that streamline and automate a wide variety of business processes — from collecting signatures, feedback, or approvals for a plan or document, to tracking the current status of a routine procedure. SharePoint workflows are designed to save time and effort, and to bring consistency and efficiency to tasks that are performed on a regular basis. In this course, students will learn the basics of creating and implementing workflows in a list or library. Topics include creating and using a three-state workflow, managing workflow tasks, monitoring a workflow in progress, and terminating and removing workflows.

1. Understanding Workflows
    1. What are SharePoint Workflows
    2. Types of SharePoint Workflows
        1. Approval
        2. Collect Feedback
        3. Collect Signatures
        4. Dispositional Approval
        5. Three-State Workflow
    3. Planning for a Workflow
2. Using a Three-State Workflow
    1. Understanding a Three-State Workflow
    2. Creating an Issue Tracking List
    3. Customizing a List for a Workflow
    4. Configuring a Workflow
    5. Adding a Workflow to a List
3. Managing Workflow Tasks
    1. Completing a Workflow Task
    2. Monitoring a Workflow in Progress
    3. Using Outlook 2010 with Workflow Tasks
4. Managing a Workflow
    1. Manually Starting a Workflow
    2. Terminating a Workflow
    3. Removing a Workflow from a List or Library

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SharePoint 2010 - Designing and Managing Site Navigation

Course ID MS-SPT-040-380   **Course Level** Advanced

The top link bar and the Quick Launch menu are the two main navigational elements of SharePoint. Site owners and administrators have the ability to customize the links that appear on both items to help guide end users as they navigate a SharePoint site collection and subsites. In this course, students will learn about making modifications to the top link bar and Quick Launch menu, understanding the concept of inheritance in navigation and how to break inheritance if necessary, changing the order of items, adding, editing, and removing links, and hiding or showing subsites in navigation.

1. Introduction and Overview
    1. Understanding the Top Link Bar
    2. Understanding the Quick Launch Menu
    3. Understanding Publishing and Non-Publishing Sites
    4. Checking Your Permissions to Change Navigation
2. Configuring Inheritance
    1. Configuring Inheritance for the Top Link Bar
    2. Configuring Inheritance for the Quick Launch Menu
3. Modifying the Top Link Bar
    1. Adding, Editing, and Removing Links
    2. Manually Changing the Order of Links
    3. Automatically Sorting Links
    4. Showing and Hiding Subsites and Pages
    5. Displaying Subsites on Drop-Down Menus
4. Modifying the Quick Launch Menu
    1. Showing and Hiding the Quick Launch Menu
    2. Adding, Editing, or Deleting a Quick Launch Heading
    3. Adding or Removing a List or Library
    4. Adding, Editing, Moving, and Deleting Links
    5. Changing the Order of Links
    6. Showing and Hiding Individual Subsite Links
    7. Automatically Sorting Links

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SharePoint 2013 - Introduction

Course ID MS-SPT-050-100   **Course Level** Introduction

In this class, students will learn how to work with and use SharePoint 2013. SharePoint has many powerful collaboration features, making it easier for employees to work together and share information. SharePoint also works seamlessly with Microsoft Office. This course is designed for students with little to no experience using SharePoint. Students will learn the basics of navigating a SharePoint site, and will become familiar with the major features and types of content found on a SharePoint site.

1. Understanding SharePoint
2. SharePoint Structure
    1. Structure basics
    2. Site collections, sites, and Subsites
3. Navigating a SharePoint Site
    1. Top link bar
    2. Breadcrumb trail
    3. Quick launch menu
    4. All site content
4. SharePoint Security Basics
5. SharePoint Content Categories
    1. Pages
    2. Lists
    3. Libraries
6. Working with Pages
    1. Standard pages
    2. Web part pages
7. Working with Lists
    1. List types and examples
    2. List tasks and permissions
    3. Exporting a list to Excel
    4. Linking a list to Outlook
8. Working with Libraries
    1. Types of libraries
    2. Benefits of libraries over e-mail and network shares
    3. Opening and adding files in a library
9. Office and Windows Integration
    1. Integration with Office
    2. Integration with Windows
10. Searching SharePoint
    1. Search box
    2. Search results and refinements

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SharePoint 2013 - Working with Lists for End Users

Course ID MS-SPT-050-110 **Course Level** Introduction

SharePoint Lists store information much like a spreadsheet does but with one important benefit - lists enable the sharing of information between co-workers, and can be customized for a variety of situations and tasks. In this course, students will become familiar with the standard features of a list and will learn how to work with the data in a list. Topics include navigating a list, sorting and filtering list data, changing views, adding and editing items in a list, using Quick Edit view, adding attachments, integrating Office with a list, and emailing a link to a list.

1. Introduction to Lists
    1. Understanding and defining lists
    2. Built-in and custom lists
    3. List tasks and permissions
2. Navigating a List
    1. Using the breadcrumb trail
    2. Changing the list view
    3. Viewing additional pages
    4. Using the Manage Views group
3. Working with List Items
    1. Viewing a list item's details
    2. Sorting and filtering list items
    3. Selecting multiple list items
    4. Creating new list items
    5. Editing list items
    6. Deleting and restoring list items
4. Working with List Item Attachments
    1. Adding an attachment to a list item
    2. Opening an attachment in a list item
    3. Deleting an attachment from a list item
5. Integrating Lists with Excel
    1. Using Excel with lists
    2. Preparing to export to Excel
    3. Exporting a list to Excel
6. Integrating Lists with Outlook
    1. Using Outlook with lists
    2. Connecting a list to Outlook
    3. Deleting a link to SharePoint
7. E-mailing Links
    1. Using e-mail to share links
    2. E-mailing a link to a list

SharePoint 2013 - Working with Libraries for End Users

Course ID MS-SPT-050-120   **Course Level** Introduction

Libraries are SharePoint's central repositories for documents and files, making it easy to not only share documents with others, but also enable collaboration on those documents between coworkers. In this class designed for end users, students will learn how to create and manage documents and folders, upload single and multiple documents, change views, work with document libraries directly from the Office applications, use Windows Explorer to move and copy files, share files with other users, and email links to a library.

1. Introduction to Libraries
    1. Understanding and defining libraries
    2. Types of libraries
    3. Benefits of libraries over e-mail and network shares
2. Navigating a Library
    1. Using the breadcrumb trail
    2. Changing the library view
    3. Viewing additional pages
3. Working with Documents in a Library
    1. Sorting and filtering documents
    2. Selecting and previewing a document
    3. Viewing and opening a document
    4. Creating a new document or folder
    5. Editing and saving a document
    6. Deleting and restoring a document
    7. Searching for a document
4. Uploading and Saving Documents to a Library
    1. Uploading using drag and drop
    2. Uploading using the dialog box
    3. Uploading using Windows Explorer
5. Downloading Documents
    1. Downloading a copy of a file
6. Moving and Copying Documents
    1. Moving documents between libraries using Windows Explorer
    2. Moving documents using drag and drop
    3. Copying documents from a workstation to a library
7. Accessing a Library from Office
    1. Opening a SharePoint document in Office
    2. Saving a document to SharePoint
8. Sharing and E-Mailing Documents and Links
    1. Using e-mail to share a link to a library
    2. Sharing a file with other users

SharePoint 2013 - Working with Sites for End Users

Course ID MS-SPT-050-125   **Course Level** Introduction

SharePoint sites are the foundational organizing unit of SharePoint - a site contains a collection of lists, libraries, pages, and other features that enable a team of users to collaborate together. SharePoint comes with a variety of site types and templates that serve different focused purposes. This course is designed for end users who will work with the features of a site. In this course, students will learn how to recognize and work with the different types of sites they may encounter, navigate a site, work with the web parts and app parts on a site home page, and use the site Recycle Bin.

1. Understanding Sites and Site Structure
    1. Purpose of a site
    2. Site collections, sites, and subsites
    3. Site hierarchy
2. Navigating a Site
    1. Top link bar
    2. Ribbon
    3. Quick launch menu
    4. Web parts and app parts
    5. Search box
3. Understanding Different Site Types
    1. Collaboration sites
        1. Team site
        2. Blog site
        3. Project site
        4. Community site
    2. Publishing sites
        1. Publishing site
        2. Publishing site with workflow
        3. Enterprise wiki
    3. Enterprise sites
        1. Basic search center
        2. Enterprise search center
        3. Document center
        4. Records center
        5. Business intelligence center
4. Working with App Parts and Web Parts
    1. Understanding app parts and web parts
    2. Types of app parts and web parts
    3. Changing web part settings
5. Using the Recycle Bin

SharePoint 2013 - Working with Calendars

Course ID MS-SPT-050-130   **Course Level** Introduction

SharePoint 2013 has many features for working with calendars, including Calendar Overlays, Group Calendars, and many user interface improvements to make SharePoint calendars behave like Outlook calendars, and enable collaboration. In this course, students will learn how to create calendars, set calendar options, create new views for calendars, display multiple SharePoint and Outlook calendars in a single SharePoint calendar, use Group Calendars, reserve resources using calendars, and linking calendars to Outlook.

1. Introduction and Overview
2. Scheduling Appointments and Events
    1. Creating new items
    2. Creating recurring items
    3. Modifying calendar items
    4. Deleting calendar items
3. Creating Calendars
    1. Creating a new calendar
    2. Setting calendar options
4. Managing Views
    1. Creating new views
    2. Overlaying multiple calendars in a view
    3. Viewing multiple calendars using a group calendar
    4. Customizing the fields displayed in calendar view
5. Working with Resources
    1. Enabling reservation of resources in a calendar
    2. Reserving a resource in a group calendar
6. Connecting to Outlook
    1. Linking a calendar to Outlook
    2. Copying items between Outlook and SharePoint
    3. Unlinking a SharePoint calendar from Outlook

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SharePoint 2013 - Enabling Conversations Using Discussion Boards

Course ID MS-SPT-050-135   **Course Level** Introduction

A SharePoint Discussion Board is a forum where members of a team can discuss topics that are relevant to the team. Discussion boards are threaded, which means the original message and all of its replies are linked together. In this class, students will learn how to create and set up a discussion board, how to customize the appearance and views of a discussion board, and how to participate in and reply to topics on a discussion board.

1. Introduction
2. Setting Up a Discussion Board
    1. Creating a new discussion board
    2. Starting a discussion
    3. Specifying the default public view
    4. Adding columns to a discussion board
3. Participating in a Discussion
    1. Creating a new discussion topic
    2. Replying to a discussion
    3. Editing your own discussion topic
    4. Editing your reply to a discussion
    5. Changing how you view a discussion
4. Using a Discussion Board with Outlook
    1. Connecting a discussion board to Outlook
    2. Posting to a discussion board using Outlook
    3. Replying to a discussion topic using Outlook
    4. Removing a discussion board from Outlook
    5. Archiving Outlook email in a discussion board
5. Moderating a Discussion Board
    1. Replying to a discussion
    2. Editing a discussion
    3. Deleting a discussion
    4. Replying to a post
    5. Editing a post
    6. Deleting a post

SharePoint 2013 - Using Tracking Lists to Manage Tasks

Course ID MS-SPT-050-140   **Course Level** Introduction

SharePoint has a variety of list types in the tracking category that allow users to track and manage the work and tasks to be performed by people. These list types are Tasks, Project Tasks, Status Lists, and Issue Tracking Lists. In this course, students will learn the differences between and the specific uses of each of these list types, how to create each type of list, work with the items in the list, change list views, assign items to other users, connect task lists to Outlook, customize the columns in a list, and create and manage views of the list.

1. Introduction and Overview
2. Working with Task Lists
     1. Creating a new task list
     2. Creating and assigning a task
     3. Tracking task activity
     4. Marking a task as complete
     5. Changing task list views
     6. Adding a task to the timeline
3. Working with Project Task Lists
     1. Creating a new project task list
     2. Creating and assigning a project task
     3. Changing the project task list view
     4. Editing and deleting items from the list
     5. Viewing tasks in a Gantt chart
     6. Updating multiple tasks in standard view
     7. Adding subtasks
4. Working with Issue Tracking Lists
     1. Creating a new issue tracking list
     2. Specifying categories
     3. Creating new items
     4. Editing items
5. Working with Status Lists
     1. Creating a new status list
     2. Adding a status indicator to a status list
6. Customizing a List
     1. Creating a custom view
     2. Creating a custom column
     3. Adding a site column to a list
7. Outlook Integration
     1. Connecting a task list to Outlook

SharePoint 2013 - Creating and Conducting Surveys

Course ID MS-SPT-050-150   **Course Level** Introduction

SharePoint surveys allow users to create online surveys and polls to gather information and responses to topics from their fellow co-workers and team members. In this course, students will learn how to plan for and create a basic survey, use different question types including questions with branching logic, edit surveys and add questions, change the order of questions, respond to surveys, and how to view and analyze survey responses.

1. Creating a Survey
    1. Planning a survey
    2. Types of survey questions and answers
    3. Creating a survey
    4. Adding branching logic to a survey question
2. Modifying Surveys
    1. Editing a question
    2. Adding a question
    3. Deleting a question
    4. Adding a page break between questions
    5. Changing the order of questions
3. Responding to a Survey
    1. Responding to a survey
    2. Editing your response to a survey
    3. Completing a partial response to a survey
4. Viewing and Analyzing Survey Results
    1. Viewing an overview of a survey and its responses
    2. Viewing a graphical summary of all responses
    3. Viewing all survey responses
    4. Viewing a single survey response
    5. Exporting responses to a spreadsheet

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SharePoint 2013 - Using Slide Libraries to Share PowerPoint Slides

Course ID MS-SPT-050-170 **Course Level** Introduction

In this class, students will learn how to use SharePoint Slide Libraries to collaborate, share, and reuse slides from PowerPoint presentations. Slide libraries are a specialized type of library in SharePoint that have extra features and options to support PowerPoint slides and creating presentations using the stored slides. Topics include creating a slide library, publishing slides to a slide library, using slide library slides in a PowerPoint presentation, and checking for updates and changes to stored slides. Students should have a good working knowledge of PowerPoint prior to this class.

1. Overview
2. Creating a Slide Library
3. Posting Slides to a Slide Library
    1. Uploading slides using SharePoint
    2. Publishing slides to SharePoint using PowerPoint
4. Viewing and Editing Slide Properties
5. Adding Slides to a Presentation
    1. Copying slides from SharePoint into a new presentation
    2. Copying slides from SharePoint into an existing presentation
    3. Inserting slides from a slide library using PowerPoint
6. Editing Slides in a Slide Library
7. Checking for Changes or Updates to Slides
8. Breaking the Link to a Slide Library
9. Deleting Slides

SharePoint 2013 - Using Picture and Asset Libraries to Manage Media Files

Course ID MS-SPT-050-175   **Course Level** Introduction

SharePoint has two types of libraries that are specifically geared towards the storage and use of media files. Picture libraries are designed for the storage and management of image files such as photos, graphics, and clip art. Asset libraries can also include pictures, but are also designed to store and manage audio and video files. In this session, students will learn about the main differences between these two library types, will create each type of library, use different library views, and will learn how to work with files stored in each library type.

1. Overview
    1. Picture libraries
    2. Asset libraries
    3. Differences and capabilities
2. Picture Libraries
    1. Creating a picture library
    2. Using views
    3. Adding pictures
    4. Filtering and sorting pictures
    5. Editing pictures
    6. Downloading pictures
    7. Sending pictures to Office
    8. Viewing a picture slide show
3. Asset Libraries
    1. Creating an asset library
    2. Using views
    3. Uploading media content
    4. Tagging media content
    5. Capturing a thumbnail from a video
    6. Using an image as a thumbnail
    7. Relating content to a video file
    8. Previewing content
    9. Connecting an asset library to Office

SharePoint 2013 - Using Document Sets for End Users

Course ID MS-SPT-050-180   **Course Level** Introduction

Document Sets are a feature of SharePoint that allow users to manage multiple documents for a project or task as a single work product. Document Sets can be thought of as a specialized type of document folder, with extra functionality to manage the documents as a group. For instance, a new grant proposal may consist of an application, two feedback forms, and a spreadsheet. These multiple documents can be managed as a single entity in SharePoint using a Document Set. In this class, students will learn how to create a new document set, navigate and work with the document set welcome page, add or upload documents to a document set, view and edit metadata, use versioning, and share a link to a document set.

1. Introduction and Usage of Document Sets
   1. Document sets defined
   2. When to use a document set
   3. Document set capabilities
   4. Document sets vs. folders
   5. Document set limitations
   6. Best practices
2. Basic Procedures
   1. Creating a new document set
   2. Navigating the welcome page
   3. Editing documents in a document set
   4. Creating new documents in a document set
   5. Uploading documents to a document set
   6. Viewing and editing shared document properties
   7. Sharing a link to a document set
   8. Deleting a document set

SharePoint 2013 - Searching for Information Using a Search Center

Course ID MS-SPT-050-185 **Course Level** Introduction

A Search Center is a special kind of SharePoint site where users can enter search queries and navigate search results to locate documents and information on a SharePoint site. In this course, students will learn how to access and navigate a Search Center, search using a Search Center, use effective techniques for generating relevant search results, including using keywords and wildcards, filtering search results, previewing documents and videos, perform advanced searches, and create and manage search alerts.

1. Accessing a Search Center
2. Navigating a Search Center and Results
3. Using a Search Center
   1. Starting a search
   2. Filtering search results using search refiners
   3. Previewing documents
   4. Previewing videos
   5. Performing an advanced search
   6. Setting your search preferences
4. Effective Search Techniques
   1. Finding content containing all keywords
   2. Finding content matching any keyword
   3. Searching on partial keywords
   4. Searching for complete phrases
   5. Excluding keywords
   6. Finding nearby keywords
5. Searching Site Content
   1. Searching from the home page of a site
   2. Searching within a document library
6. Search Alerts
   1. Creating a search alert
   2. Editing a search alert
   3. Deleting a search alert

SharePoint 2013 - Sharing News and Information Using a Blog Site

Course ID MS-SPT-050-190   **Course Level** Introduction

A blog is a SharePoint site that enables you or your organization to quickly share news and information. Blogs contain posts that are dated and listed in reverse chronological order. Users can comment on posts, as well as provide links to interesting sites, photos, and related blogs. In this course, students will learn how to create a blog site, post blog entries, make and edit blog post comments, customize a blog site, and configure permissions for a blog.

1. Introduction to Blogs
    1. Parts of a blog
    2. Creating blog posts
    3. Maintaining blogs
    4. Staying updated on changes to a blog
2. Creating a Blog
    1. Creating a blog
    2. Setting up categories
    3. Changing the image and description
    4. Customizing other blog settings
3. Posting to a Blog
    1. Posting to a blog using a web browser
    2. Posting to a blog by sending e-mail
    3. Posting to a blog using Word
4. Working with Comments in a Blog
    1. Adding comments to a blog post
    2. Editing comments in a blog post
    3. Viewing comments for a specific blog post
    4. Viewing all comments in a blog
    5. Tracking comments on blog posts
5. Configuring Permissions for a Blog
    1. Setting site permissions for a blog
    2. Adding users or groups to a blog
    3. Configuring permissions for lists or libraries associated with a blog

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SharePoint 2013 - Sharing Knowledge Using a Wiki Site

Course ID MS-SPT-050-195   **Course Level** Introduction

A wiki is a SharePoint site that allows the easy creation and editing of any number of interlinked web pages and content via a web browser. Wikis are often used to create collaborative websites allowing users to freely share and edit knowledge and information. In this class, students will learn about the nature and functions of a wiki, how to create a SharePoint wiki site and page library, how to manage and edit the pages in a wiki, how to delete and restore wiki pages, and how to manage user permissions within a wiki site.

1. Creating and Editing a Wiki Site
    1. Creating a wiki page library
    2. Editing a wiki page
    3. Checking out a wiki page for editing
    4. Adding a picture to a wiki page
    5. Adding a wiki link to another wiki page
    6. Creating a wiki page from a placeholder link
    7. Editing a wiki link or its display text
    8. Adding a hyperlink to an external page
    9. Adding a list or library to a wiki page
2. Managing a Wiki Site
    1. Setting unique permissions
    2. Working with SharePoint groups
    3. Adding users to a wiki
    4. Stop inheriting permissions from a parent site
    5. Setting unique permissions for a wiki page
    6. Viewing all pages in a wiki
    7. Restoring a previous version of a wiki page
    8. Viewing which pages link to the current page
    9. Deleting a wiki page

SharePoint 2013 - Working with Lists and Libraries for Power Users

Course ID MS-SPT-050-205 **Course Level** Intermediate

This course moves beyond the basics of working in a list or library, and introduces features that are of interest to users with elevated permissions, or power users. Power users may also be "deputy site owners" who are responsible for maintaining and customizing the list or library. In this course, students will learn how to work with properties and metadata, create new columns for data, create site columns to use across multiple lists and libraries, create and manage a folder structure, create and manage views, and create and manage alerts.

1. Organizing a library
    1. Folders vs. metadata
2. Creating folders
3. Working with properties and metadata
    1. Understanding properties and metadata
    2. Built-in properties/metadata
    3. Custom properties/metadata
    4. Properties and permissions
    5. Viewing and editing properties
4. Creating columns and site columns
    1. Using columns vs. site columns
    2. Understanding column types
    3. Creating a column
    4. Creating a site column
    5. Editing column settings
    6. Deleting a column
    7. Column order vs. field order
    8. Setting column default values
    9. Validating column data
5. Creating views
    1. Personal vs. public views
    2. Views and permissions
    3. Creating a view
    4. Sorting, filtering, and grouping a view
    5. Setting a default view
6. Using alerts
    1. Creating an alert for a document or item
    2. Creating an alert for a folder
    3. Creating an alert for a list or library
    4. Managing alerts using Outlook
    5. Managing alerts using SharePoint

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SharePoint 2013 - Working with Views

Course ID MS-SPT-050-210   **Course Level** Intermediate

In this session, students will learn how to create and work with public and personal views in SharePoint lists and libraries. A View is a collection of settings that determines how the information in a list or library is presented. These settings include what columns are displayed, the sort order of the information, how the data is gathered into groups, what data may be hidden or filtered, and other stylistic elements of the view. Students will learn about the different types of views, how to create and edit views, how to set a default view, and how to customize the views in a list or library.

1. View Basics
    1. About views
    2. Views and permissions
    3. Creating a new view
2. Configuring Views
    1. About view settings
    2. View formats
    3. View options
        1. Name
        2. Audience
        3. Columns
        4. Position
        5. Sort
        6. Filter
        7. Tabular View
        8. Group By
        9. Totals
        10. Style
        11. Folders
        12. Item Limit
        13. Mobile
3. Other Procedures
    1. Modifying a current view
    2. Setting a default view
    3. Customizing available views
    4. Deleting a view

SharePoint 2013 - Working with Columns, Metadata, and Properties

Course ID MS-SPT-050-215   **Course Level** Intermediate

Columns are the essential "storage unit" of SharePoint in lists and libraries - columns contain all descriptive information about a document in a library or the details of a list item. The information stored in columns is known as properties, or metadata. In this session, students will learn about the various types of columns and how to create, modify, and delete columns. Students will also learn how to set default options for columns in folders, change the column field order, use validation to ensure accurate data entry, and use site columns to build a consistent column experience across lists and libraries in a site.

1. Working with Columns
     1. About columns, properties, and metadata
     2. Understanding column types
     3. Basic column types
     4. Creating a new column
     5. Modifying an existing column
     6. Deleting a column
     7. Changing the field order
     8. Setting column default values
2. Working with Site Columns
     1. Understanding site columns
     2. Benefits of site columns
     3. Creating a site column
     4. Adding a site column to a list or library
3. Validating Data
     1. About validating data
     2. Getting additional formula help online
     3. Validating data at the list or library level
     4. Validating data at the column level

SharePoint 2013 - Managing Documents in Libraries

Course ID MS-SPT-050-230   **Course Level** Intermediate

In this course, students will learn how to use the features of SharePoint libraries that allow owners and administrators to manage the document approval and publication process. Topics covered include using content approval, understanding document approval status, publishing major and minor versions of documents, reviewing the version history, managing versions, and using the check out and check in process for editing documents. Students interested in this course should have a good understanding of the basic features of working in a SharePoint library.

1. Configuring and Creating a Library
    1. Creating a new library
    2. Configuring basic settings
    3. Configuring versioning settings
2. Check Out and Check In
    1. Checking out a file using SharePoint
    2. Checking out a file using Office
    3. Checking in a file
    4. Managing checked out files
3. Content Approval
    1. Viewing approval status
    2. Understanding the approval statuses
    3. Approving a document
4. Document Versioning
    1. Viewing the version history
    2. Publishing a major version
    3. Publishing a minor version
    4. Deleting prior versions

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SharePoint 2013 - Editing Documents Using Check In and Out

Course ID MS-SPT-050-232   **Course Level** Intermediate

SharePoint has the ability to give users exclusive access to a document during the editing process, making the document unavailable to other users, regardless of whether the document is currently open for editing by an author. This feature is called Check Out, and conversely, Check In. In this session, we will look at the proper methods for working with checked out documents, understanding where checked out documents can be saved, and how to properly check documents back in so that other users can work with them.

1. The Document Editing Process
    1. The common way to edit files
    2. The problem
    3. A solution
2. Understanding Check Out and In
    1. Overview
    2. Required vs. optional check out
    3. How checking out affects co-authoring
    4. Where's my document?
    5. Rules for using a local copy
    6. Default settings from Office
3. Check Out Procedures and Tasks
    1. Checking out when required
    2. Checking out when optional
    3. Discarding a check out
    4. Overriding a check out
    5. Opening a checked out file
4. Check In Procedures and Tasks
    1. Checking in vs. saving
    2. Best practices for checking in
    3. Checking in using Office
    4. Checking in using SharePoint
    5. Adding comments
    6. Keeping a file checked out
    7. Checking in uploaded files - single file
    8. Checking in uploaded files - multiple files

SharePoint 2013 - Managing Files and Items Using Content Approval
Course ID MS-SPT-050-234 **Course Level** Intermediate

Some lists and libraries may contain information or files that should be reviewed by a moderator before being published and made available to general users. SharePoint's Content Approval feature allows a moderator to review a list item or file, and either approve or reject the item or file. In this course, students will learn about the four different approval statuses, the general workflow of the statuses, the four basic roles involved with content approval and the tasks associated with those roles, how to turn content approval on or off for a list or library, uploading files and documents, approving and rejecting files, and viewing and sorting files by approval status.

1. Introduction to Content Approval
    1. Overview
    2. The four user roles
    3. The approval process
    4. Status definitions
    5. Feature comparison with approval workflows
2. Owner Tasks
    1. Enabling content approval
    2. Removing content approval
    3. Consequences for existing content
    4. Role permission levels
    5. Using and creating views
3. Content Creator Tasks
    1. Creating or uploading a file or item for approval
    2. Changing status from draft to pending
    3. Cancelling approval
    4. Resubmitting a rejected file or item for approval
4. Approver Tasks
    1. Approving a file or item
    2. Rejecting a file or item
    3. Deleting a file or item
5. Viewer Tasks
    1. Viewing files
    2. Viewer restrictions

SharePoint 2013 - Working with Versioning

Course ID MS-SPT-050-236   **Course Level** Intermediate

Versioning allows users to track, manage, and review how documents, information, and files have changed over time and editing cycles. In this session, students will learn how versioning works in SharePoint libraries and lists, and how versioning differs from the Track Changes features of Office. Other topics covered in this session include creating versions, working with version comments, publishing and unpublishing versions, working with the version history, and using versioning with Microsoft Office.

1. Introduction
    1. Major versioning
    2. Major and minor versioning
    3. SharePoint versioning vs. Office track changes
2. Creating Versions
    1. Creating a new file
    2. Uploading a files
    3. Changing file properties
    4. Opening, editing, saving, and closing
    5. Checking in
    6. Co-authoring
3. Working with Version Comments
    1. Comments rules
    2. Comments exceptions
4. Publishing and Unpublishing
    1. Publishing a major version
    2. Unpublishing a major version
5. Working with the Version History
    1. Viewing the version history
    2. Viewing a previous version
    3. Viewing the properties of a version
    4. Restoring a previous version
    5. Deleting a previous version
    6. Unpublishing a version
    7. Deleting all versions or minor versions
6. Versioning and Office
    1. Viewing the version history
    2. Viewing version comments
    3. Viewing a previous version
    4. Restoring a previous version
    5. Refreshing the version list
    6. Comparing versions (Word only)

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SharePoint 2013 - Integrating SharePoint Lists with Excel

Course ID MS-SPT-050-260   **Course Level** Intermediate

In many ways, SharePoint lists are a form of "online spreadsheet" (without many of the computational functions). SharePoint has the ability to interact with Excel by exporting the data in a list to Excel, and then refreshing data depending on the user's settings. In this brown bag session, we will look at preparing to export list data to Excel, performing an export, refreshing list data manually and automatically, what happens when changes are made to the data, and how to unlink an Excel spreadsheet from a SharePoint list.

1. Using Excel with Lists
2. Preparing to Export to Excel
3. Exporting a List to Excel
4. Refreshing Data
    1. Refreshing the list data in Excel manually
    2. Refreshing the list data in Excel automatically
    3. How refreshing data affects items
    4. How refreshing data affects rows
    5. How refreshing data affects columns
5. Unlinking an Excel Spreadsheet
6. Transferring Data from Excel to SharePoint
    1. Importing an Excel spreadsheet into SharePoint
    2. Exporting an Excel table into SharePoint
    3. Merging data from SharePoint with Excel

SharePoint 2013 - Integrating SharePoint Lists with Outlook

Course ID MS-SPT-050-265   **Course Level** Intermediate

Several types of SharePoint lists can be linked to and managed with Outlook. In this session, we will explore tips and tricks for three types of lists – Calendar, Contacts, and Tasks. Topics include connecting and synchronizing a SharePoint list to Outlook, copying and moving content between SharePoint and Outlook, sending email to a SharePoint contacts list, and breaking a list link to SharePoint.

1. Overview and introduction
2. Contacts
    1. Synchronizing contact lists between SharePoint and Outlook
    2. Connecting a SharePoint contact list to Outlook
    3. Managing update conflicts
    4. Deleting contacts
    5. Recovering deleted contacts
    6. Moving contacts between lists
3. Calendars
    1. Synchronizing calendars between SharePoint and Outlook
    2. Adding a SharePoint calendar to Outlook
    3. Overlaying calendars
    4. Making changes to calendar items
    5. Copying and moving items between calendars
    6. Deleting items from the calendar
4. Tasks
    1. Synchronizing tasks between SharePoint and Outlook
    2. Adding task lists to Outlook
    3. Editing tasks from Outlook
    4. Sending e-mails from tasks

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SharePoint 2013 - Integrating SharePoint with Outlook

Course ID MS-SPT-050-270   **Course Level** Intermediate

Outlook and SharePoint have many features in common that enable people to share information and work together on tasks and projects. By using the familiar interface of Outlook, users can access a variety of collaborative areas and features of SharePoint. In this course, students will learn about the various SharePoint features that integrate with and can be managed by Outlook including sharing calendars and contact lists, managing tasks, participating in discussion boards and meeting workspaces, and managing SharePoint alerts.

1. Overview and Introduction
2. Managing Calendars
    1. Linking a SharePoint calendar to Outlook
    2. Using the calendar overlay mode
    3. Turning calendars on and off
    4. Copying items between calendars
    5. Editing calendar items
    6. Unlinking a calendar
3. Tracking Tasks
    1. Linking a SharePoint task list to Outlook
    2. Creating new tasks
    3. Managing and updating tasks
    4. Sending e-mails from tasks
    5. Unlinking a tasks list
4. Using Contacts
    1. Linking a SharePoint contact list to Outlook
    2. Creating new contacts
    3. Emailing to a SharePoint contact list
    4. Unlinking a contacts list
5. Participating in Discussion Boards
    1. Linking a discussion board to Outlook
    2. Reading and creating posts
    3. Unlinking a discussion board
6. Managing Alerts
    1. Displaying alerts
    2. Changing alerts
    3. Deleting alerts

SharePoint 2013 - Creating and Configuring a SharePoint Site

Course ID MS-SPT-050-300   **Course Level** Advanced

SharePoint sites are the foundational organizing unit of SharePoint - a site contains a collection of lists, libraries, pages, and other features that enable a team of users to collaborate together. SharePoint comes with a variety of site types and templates that serve different focused purposes. This course is designed for site owners and administrators who will be creating sites for use by employees and project teams. In this class, students will learn about the different types of sties and site templates, how to create a site, configure site options, save a site as a template, and manage site features.

1. Understanding Sites and Site Structure
    1. Purpose of a site
    2. Site collections, sites, and subsites
    3. Site hierarchy
2. Understanding Different Site Types
    1. Collaboration sites
    2. Publishing sites
    3. Enterprise sites
3. Creating a Site
    1. Naming a site
    2. Selecting a site template
    3. Selecting site permissions
    4. Selecting site navigation options
    5. Saving a site as a template
4. Customizing a Site
    1. Changing the site title, description, and logo
    2. Customizing site navigation
    3. Change the look of a site
    4. Manage links on site navigation
5. Managing Site Features
    1. Activating features
    2. Resetting the site definition

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SharePoint 2013 - Creating and Configuring Lists and Libraries for Site Owners

Course ID MS-SPT-050-305 **Course Level** Advanced

In this class, site owners and administrators will learn how to create and manage both SharePoint List apps and Library apps for their sites and subsites. Topics in this class include knowing and why to create a new list or library, creating new lists and libraries, changing and customizing the app settings, validating data in the list or library, saving a list or library as a template, and deleting and restoring an app.

1. Reviewing Basic Library Concepts
    1. Defining libraries
    2. Types of libraries
2. Reviewing Basic List Concepts
    1. Defining lists
    2. Built-in and custom lists
3. Creating a Library or List App
    1. When to create a new library or list
    2. Guidelines for naming a list or library
    3. Creating a document library
    4. Creating other library types
    5. Creating a list using a template
    6. Creating a list by importing a spreadsheet
    7. Setting the initial options
4. Customizing the List or Library Settings
    1. About settings
    2. Accessing the settings
    3. Title, description, and navigation settings
    4. Versioning settings
    5. Advanced settings
5. Validating Data
    1. About validating data
    2. Validating data at the library level
    3. Validating data at the list level
    4. Validating data at the column level
6. Managing a List or Library
    1. Saving a list or library as a template
    2. Deleting a list or library
    3. Restoring a list or library

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SharePoint 2013 - Using Calculated Columns in Lists and Libraries

Course ID MS-SPT-050-310   **Course Level** Advanced

Formulas and functions can be used in SharePoint lists or libraries to calculate data in a variety of ways. By adding a calculated column to a list or library, formulas can be created that include data from other columns and perform functions to calculate dates and times, to perform mathematical equations, or to manipulate text. In this course, students will learn how to create a calculated column in a list or library, create calculated site columns for reuse throughout a site, use common formulas and functions, and use column references, constants, and operators in a formula.

1. Introduction to Data Calculations
    1. Formulas overview
    2. Functions overview
    3. Using column references in a formula
    4. Using constants in a formula
    5. Using calculation operators in a formula
2. Calculating Data
    1. Adding a calculated column
    2. Making a calculated site column
    3. Adding a calculated site column to a list or library
3. Using Common Formulas
    1. Conditional formulas
    2. Date and time formulas
    3. Mathematical formulas
    4. Text formulas

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SharePoint 2013 - Working with Content Types

Course ID MS-SPT-050-320 **Course Level** Advanced

Content types are the document or item options found on the New menu in a SharePoint list or library. Content types are a reusable group of settings for a category of content in a list or library. Content types are used to manage and organize the metadata, templates, and behaviors of items and documents in lists and libraries in a consistent fashion. In this class, students will learn how to enable content types in a list or library, create site content types, add content types to lists and libraries, and change content types that already exist in a site.

1. Introduction to Content Types
    1. What is a content type?
    2. How content types work at the site level
    3. How content types work in lists and libraries
2. Creating a Site Content Type
    1. About site content types
    2. Content type considerations
    3. Creating a site content type
3. Turning on Support for Multiple Content Types
    1. Multiple content type considerations
    2. Turning on content types in a library
    3. Turning on content types in a list
4. Adding Content Types to Lists and Libraries
    1. How content types work
    2. Adding a content type
    3. Changing the button order or default content type
5. Changing Content Types
    1. Associating a document template with a content type
    2. Adding a workflow to a content type
    3. Adding an existing column to a content type
    4. Adding a new column to a content type
    5. Changing the column order for a content type
    6. Making a content type read-only

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SharePoint 2013 - Managing Groups of Documents Using Document Sets

Course ID MS-SPT-050-325   **Course Level** Advanced

Document Sets are a feature of SharePoint that allow users to manage multiple documents for a project or task as a single work product. For instance, new grant proposals may consist of an application, two feedback forms, and a spreadsheet. These multiple documents can be managed as a single entity in SharePoint using a Document Set. Document Sets are a hybrid of content types and folders. In this class, students will learn how to create and configure a new Document Set content type, how to create and manage Document Sets, and how to customize the welcome page for a Document Set.

1. Introduction to Document Sets
    1. What is a document set?
    2. Document set capabilities
2. Creating and Configuring a New Document Set Content Type
    1. Enabling document sets for a site collection
    2. Creating a new document set content type
    3. Configuring a document set content type
    4. Customizing a document set content type
    5. Customizing the welcome page for a document set
3. Creating and Managing Document Sets
    1. Working with document sets
    2. Creating a new instance of a document set
    3. Adding or uploading documents to an existing document set
    4. Managing permissions for a document set
    5. Managing versions
    6. Sharing a link to a document set

SharePoint 2013 - Creating Web Part Pages and Using Web Parts

Course ID MS-SPT-050-330   **Course Level** Advanced

Web parts are modular units that form the basic building blocks of most SharePoint pages. Web parts are added to web part zones on web part pages. SharePoint has a variety of web part page templates and built-in web parts, making it easy for a site owner or administrator to change the look of a page without having to use a web page editing program. In this course, students will receive a basic introduction to the use of web parts, zones, and pages. Students will learn how to create a library to store pages, create new web part pages, manage the web parts on a page, perform basic customization of a web part, and how to create data connections between web parts.

1. Introduction
    1. Overview of web parts and web part pages
    2. Types of web parts
    3. Ways to use web parts and web part pages
2. Creating Web Part Pages
    1. Creating a library to store pages
    2. Creating a new web part page
    3. Adding, moving, and deleting web parts on a page
3. Customizing Web Parts
    1. Changing web part properties using the tool pane
    2. Common properties of web parts
    3. Displaying lists and libraries in web parts
4. Connecting Data in Web Parts
    1. Creating web part connections
    2. Changing a connection between web parts
    3. Removing a connection between web parts
    4. Common types of web part connections

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SharePoint 2013 - Using the Content Organizer to Manage Incoming Files

Course ID MS-SPT-050-340   **Course Level** Advanced

The Content Organizer is a feature of SharePoint that makes it easier for site owners and administrators to make sure that documents are uploaded and saved to the appropriate libraries and folders for their site. The Content Organizer simplifies the process of storing documents by automatically moving documents to specific libraries and folders based on the content rules set up by the site owners. In this class, students will learn how to enable the Content Organizer for a site collection, create rules for the Content Organizer, manage files in the Drop Off Library that do not meet current criteria, and set up notifications for site owners.

1. Introduction and Overview
2. Configuring the Content Organizer
    1. Enabling the content organizer
    2. Changing organizer settings
3. Creating Rules to Route Documents
    1. Specifying rule managers
    2. Creating rules
4. Managing Files in the Drop Off Library
    1. Setting alerts
    2. Moving files

SharePoint 2013 - Controlling Access Using Groups and Permissions

Course ID MS-SPT-050-350   **Course Level** Advanced

SharePoint provides security features that a site owner can use to help control access to and authorization on sites. By using these security features, site owners control who can access the site, and site owners specify what permissions are assigned to users for particular entities. In this course, students will learn about the default SharePoint groups and default SharePoint permission levels, how to manage groups and permissions, and how to assign and change permissions for sites, lists, libraries, and other SharePoint objects. This is an advanced level class recommended for site owners and administrators.

1. Controlling user access with permissions
    1. Introduction to site collections and site collection administrators
    2. Visualize the components of permissions
    3. Restrict access to one specific piece of content
2. About SharePoint groups
    1. What are SharePoint groups?
    2. Default SharePoint groups
    3. Groups and permission levels
3. Default security groups
4. Manage membership of SharePoint groups
    1. Add users to a group
    2. Remove users from a group
    3. Grant a group access to a site
    4. Create a new group
    5. Delete a group
    6. Assign a new permission level to a group
5. Default permission levels
    1. Default permission levels
    2. List, site, and personal permissions
    3. Dependencies and descriptions
6. Edit, create, and delete permission levels
    1. Open the permission levels page
    2. Create a permission level
    3. Copy a permission level
    4. Edit a permission level
    5. Delete a permission level
    6. Assign a new permission level to a group
7. Edit permissions for a list, library, or individual item
    1. Introduction to setting individual permissions
    2. Reconfigure a list to inherit permissions

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SharePoint 2013 - Using Managed Metadata to Classify and Organize Content

Course ID MS-SPT-050-360 **Course Level** Advanced

Managed metadata allows users to apply properties to items throughout SharePoint lists and libraries from a centrally managed hierarchy of terms. Term sets are managed by the site collection administrator, and which in turn facilitate consistent metadata across SharePoint sites. Managed metadata can also be used within columns, which in turn can be used to enable metadata navigation in a list or library. In this course, students will learn about the theory and benefits of managed metadata, how to access and work with the Term Store management console, create new term sets, add terms to term sets, and use term sets within lists and libraries.

1. Managed Metadata Features
    1. Key terms and concepts
    2. Benefits of managed metadata
    3. Managing metadata
    4. Applying metadata
2. Creating and Managing Terms Within Term Sets
    1. Term set scale and structure
    2. Adding a term to a term set
    3. Copying, moving, reusing, merging, and deleting terms
    4. Specifying a custom sort order for terms in a term set
    5. Specifying synonyms for a term
3. Creating a Managed Metadata Column
    1. Benefits of using a managed metadata column
    2. Creating a site column that maps to an existing term set
    3. Creating a new term set for a new column
4. Configuring Metadata Navigation for a List or Library
    1. Metadata navigation and filtering features
    2. Enabling metadata navigation and filtering
    3. Configuring metadata navigation

SharePoint 2013 - Using Workflows to Automate Business Processes

Course ID MS-SPT-050-370   **Course Level** Advanced

SharePoint workflows are pre-programmed mini-applications that streamline and automate a wide variety of business processes — from collecting signatures, feedback, or approvals for a plan or document, to tracking the current status of a routine procedure. SharePoint workflows are designed to save time and effort, and to bring consistency and efficiency to tasks that are performed on a regular basis. In this course, students will learn the basics of creating and implementing workflows in a list or library. Topics include creating and using a three-state workflow, managing workflow tasks, monitoring a workflow in progress, and terminating and removing workflows.

1. Understanding Workflows
    1. What are SharePoint workflows
    2. Types of SharePoint workflows
        1. Approval
        2. Collect feedback
        3. Collect signatures
        4. Dispositional approval
        5. Three-State workflow
    3. Planning for a workflow
2. Using a Three-State Workflow
    1. Understanding a three-state workflow
    2. Creating an issue tracking list
    3. Customizing a list for a workflow
    4. Configuring a workflow
    5. Adding a workflow to a list
3. Managing Workflow Tasks
    1. Completing a workflow task
    2. Monitoring a workflow in progress
    3. Using Outlook with workflow tasks
4. Managing a Workflow
    1. Manually starting a workflow
    2. Terminating a workflow
    3. Removing a workflow from a list or library

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SharePoint 2013 - Designing and Managing Site Navigation

Course ID MS-SPT-050-380   **Course Level** Advanced

The top link bar and the Quick Launch menu are the two main navigational elements of SharePoint. Site owners and administrators have the ability to customize the links that appear on both items to help guide end users as they navigate a SharePoint site collection and subsites. In this course, students will learn about making modifications to the top link bar and Quick Launch menu, understanding the concept of inheritance in navigation and how to break inheritance if necessary, changing the order of items, adding, editing, and removing links, and hiding or showing subsites in navigation.

1. Introduction and Overview
    1. Understanding the top link bar
    2. Understanding the quick launch menu
    3. Understanding publishing vs. non-publishing sites
    4. Checking your permissions to change navigation
2. Configuring Inheritance
    1. Configuring inheritance for the top link bar
    2. Configuring inheritance for the quick launch menu
3. Modifying the Top Link Bar
    1. Adding, editing, and removing Links
    2. Manually changing the order of links
    3. Automatically sorting links
    4. Showing and hiding subsites and pages
    5. Displaying subsites on drop-down menus
4. Modifying the Quick Launch Menu
    1. Showing and hiding the quick launch menu
    2. Adding, editing, or deleting a quick launch heading
    3. Adding or removing a list or library
    4. Adding, editing, moving, and deleting links
    5. Changing the order of links
    6. Showing and hiding individual subsite links
    7. Automatically sorting links

SharePoint 2013 - Creating and Configuring a Search Center

Course ID MS-SPT-050-385   **Course Level** Advanced

A Search Center is a special kind of SharePoint site where users can enter search queries and navigate search results. Each Search Center can be configured for a particular search experience. In this course, site owners will learn how to choose a Search Center template and create a Search Center site, configure the site options, associate the Search Center with default search facility, exclude sites and content from a search, and save a site configuration for creating additional Search Centers.

1. Introducing the Search Center
    1. Basic search center
    2. Enterprise search center
2. Implementing a Search Center
    1. Creating a search center
    2. Configuring search behavior
    3. Associating a search center to a site
    4. Promoting search results
3. Excluding Content from a Search
    1. Excluding a site
    2. Excluding a list or library
    3. Excluding a site column
4. Maintaining Search Configurations
    1. Exporting a search configuration
    2. Importing a search configuration

Skype for Business 2015 - Introduction

Course ID MS-SKY-150-100   **Course Level** Introduction

Skype for Business is the new name for Lync. Skype for Business is an all-in-one communications product that allows users to communicate via instant messaging, audio calls, and video calls. Skype for Business also provides tools for collaboration including the ability to host online meetings, share desktops, present PowerPoint presentations, and meeting recording and playback. In this course, students will learn the basics of communicating with other users using Skype for Business, and how to host and participate in online meetings.

1. Contacts, presence, and IM
    1. Finding and adding a contact
    2. Send an instant message
    3. Add someone to IM
    4. Add audio, video, and share files in an IM conversation
    5. Switch between conversations
    6. Find a previous IM conversation
2. Audio setup and making calls
    1. Set up your audio device
    2. Start or answer a call
    3. Invite more people to a call
    4. Use audio call controls
    5. Forward your phone calls
3. Video
    1. Set up your video device
    2. Start and answer a video call
    3. Add video to an IM conversation
    4. Invite more people
    5. Start a video meeting
4. Meetings
    1. Schedule a Skype for Business meeting
    2. Set meeting options
    3. Share your desktop, program, or PowerPoint presentation
    4. Record and play back a meeting
    5. Manage meeting participants
    6. Choose your view
    7. Join a Skype Meeting
5. Sharing and Collaboration
    1. Share a file or a picture
    2. Share a whiteboard
    3. Give control to others
    4. Select who can download shared files

WebEx - Introduction

Course ID CS-WBX-000-100   **Course Level** Introduction

WebEx provides a variety of online and web based tools to conduct and participate in meetings, including a set of plug-ins and add-ins for Microsoft Office, and a set of "one-click" Productivity Tools. In this session, students will learn how to access the web collaboration website, learn the difference between meetings, events, trainings, and their personal meeting rooms, how to use the WebEx plug-ins and productivity tools, schedule meetings, join meetings, and how to host meetings and use the meeting tools. Students are welcome (but not required) to bring their laptops to this session.

1. WebEx Introduction
2. Comparing the WebEx Centers
    1. Meeting Center
    2. Training Center
    3. Event Center
3. Using the WebEx Site
    1. Logging in
    2. Settings
    3. Configuring My WebEx
4. Scheduling Meetings
    1. Using the WebEx site
    2. Using Outlook
    3. Using the One-Click app
5. Joining Meetings
    1. Audio options
    2. Using WebEx One-Click
6. Hosting Meetings
    1. Navigating the meeting window
    2. Sharing your desktop
    3. Sharing a program or PowerPoint
    4. Managing participants
    5. Uploading files
    6. Using video
    7. Giving control to another participant

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Windows 7 - Introduction

Course ID MS-WIN-061-100   **Course Level** Introduction

Windows 7 is the newest version of Microsoft's Windows operating system. This course is geared towards students who have little to no experience using Windows. In this course, students will learn about the features of Windows 7 and how to work in the Windows environment. Topics include the Start menu, the taskbar, starting and running applications, switching between programs, the components of an application window, using the mouse in Windows, basic Windows security, the basics of working with files and folders, using the Recycle Bin, Jump Lists, Libraries, the Aero interface, and Gadgets. Students will also learn about some basic options for customizing the Windows environment.

1. The Windows 7 Environment
    1. The Windows 7 Desktop
    2. The Taskbar
    3. Window Management
    4. Windows Help and Support
2. Files, Folders, and Libraries
    1. Folders and Libraries
    2. Working with Files
3. Managing Content
    1. Working with Windows Explorer
    2. Searching for Content
4. Customizing the Environment
    1. Icons and Shortcuts
    2. Gadgets
    3. System Settings

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Windows 7 - Managing Files and Folders Using Windows Explorer

Course ID MS-WIN-061-120   **Course Level** Introduction

Windows Explorer is the file management tool for Windows. In Windows, files are organized into folders, and these folders can be organized into a new features of Windows 7 called libraries. In this session, students will learn the basics of working with and managing files and folders using Windows Explorer. Topics include copying and moving files, creating folders and subfolders, navigating the Windows folder hierarchy, creating and working with libraries, deleting and restoring files, using and editing file metadata, and creating custom views of folders.

1. Folders and Libraries
    1. Folder Hierarchies
    2. Libraries
    3. Creating Folders
    4. Renaming Folders
2. Working with Files
    1. Opening Files
    2. File Extensions and Associations
    3. Creating and Saving Files
    4. Moving and Copying Files and Folders
3. Working with Windows Explorer
    1. Windows Explorer Settings
    2. Sorting and Arranging Files
    3. Customizing Windows Explorer
    4. File Details and Metadata
4. Searching for Content
    1. Indexing
    2. Searching from the Start Menu
    3. Searching in Windows Explorer

Windows 7 - Using Windows 7 with SharePoint 2010

Course ID MS-WIN-061-210   **Course Level** Intermediate

Windows 7 contains several features that make it easier to work SharePoint document libraries and sites. In this class, students will learn how to create network location links to SharePoint sites, add SharePoint sites to Favorites, how to use drag and drop to upload files to SharePoint document libraries, and how to integrate a SharePoint 2010 Search Site with Windows 7 search so that users can search SharePoint sites using the Windows 7 desktop search.

1. Using Windows Explorer to Manage Files in a Library
    1. Copying and Moving Files between Libraries and Folders
    2. Copying and Moving Files to the Local Workstation
2. Mapping a Network Drive to a SharePoint Library
3. Adding a Library to Windows Favorites
4. Creating a Desktop Shortcut to a Library
5. Searching SharePoint using Windows

Windows 7 - Using Sync Center to Manage Offline Files

Course ID MS-WIN-061-220   **Course Level** Intermediate

The Windows 7 Sync Center allows a user to keep updated copies of files or folders from the network on their local laptop. This tool is especially valuable to users who travel with their laptop, don't have remote network access, and who need to work on files while traveling or teleworking. In this session, students will learn how to use the Windows 7 Sync Center to manage these files and folders. Topics include setting up a sync partnership, automatically and manually syncing files, resolving sync conflicts, and viewing offline files.

1. Using the Windows 7 Sync Center
    1. Examining the Interface
    2. Setting Up a New Partnership
    3. Deleting a Partnership
2. Working with Offline Files
    1. Designating a Folder as Available Offline
    2. Viewing Offline Files
    3. Automatically Syncing Files
    4. Manually Syncing Files
    5. Resolving Conflicts
    6. Managing Disk Usage

Word 2013 - Introduction

Course ID MS-WRD-150-100   **Course Level** Introduction

In this class, students will be given an introduction to creating documents and word processing using Microsoft Word. Topics covered include navigating Word, entering and editing text, obtaining help, moving and copying text, using automatic text features, applying formatting, working with tabs, indenting blocks of text, changing paragraph alignment, and preparing a document for printing by proofing and setting page layout options.

1. Getting Started
    1. The Word window
    2. New documents
    3. Document navigation
2. Editing Text
    1. Working with text
    2. Using Undo and Redo
    3. Cutting, copying, and pasting text
    4. Finding and replacing text
3. Formatting Text
    1. Character formatting
    2. Tab settings
    3. Paragraph formatting
    4. Paragraph spacing and indents
4. Page Layout
    1. Headers and footers
    2. Page setup
5. Proofing and Printing Documents
    1. Checking spelling and grammar
    2. Using AutoCorrect
    3. Printing and exporting documents

Word 2013 - New Features

Course ID MS-WRD-150-105   **Course Level** Introduction

In this course, students will get a specific overview of the new features and options in Word 2013. Topics include collapsing and expanding headings, using the Resume Reading feature, using the new Reading Mode, replying to comments and locking change tracking, using the alignment guides for graphics, improvements to inserting and modifying tables, and importing PDFs directly into Word.

1. Collapsing and expanding headings
2. The Resume Reading feature
3. Read Mode
4. Replying to comments
5. Locking change tracking
6. The revamped Design tab
7. Alignment guides
8. Adding rows and columns to a table
9. Table borders
10. Editing PDFs in Word

Word 2013 - Formatting Basics

Course ID MS-WRD-150-130   **Course Level** Introduction

A key feature of a word processing program is its ability to format and change the appearance of the text that is written. Word has many tools for formatting text, some of which are well known, and others that are not. In this course, students will learn the difference between character formatting and paragraph formatting, how to change the appearance of a font, select a default font for all new documents, set and clear tab stops, indent text, and set before and after paragraph spacing.

1. Character Formatting
    1. Fonts and font sizes
    2. Font styles
    3. Applying character formatting
    4. Using the Font dialog box
    5. Understanding hidden text
    6. Setting a default font
    7. Using the Format Painter to apply formatting
    8. Finding and replacing formatting
2. Tab Settings
    1. Understanding tab stop types
    2. Setting custom tabs
    3. Clearning tabs
    4. Adding tab leaders
3. Paragraph Formatting
    1. Selecting paragraphs
    2. Changing paragraph alignment
    3. Applying borders and shading
4. Paragraph Spacing and Indents
    1. Indenting text
    2. Setting indents
    3. Creating a manual line break
    4. Setting the before and after paragraph spacing
    5. Setting line spacing for a paragraph

Word 2013 - Designing and Setting Up a Document

Course ID MS-WRD-150-150   **Course Level** Introduction

Before starting the process of writing text in a document, important decisions should be made on the overall look and feel of the document. This course primarily focuses on features found on the Design tab in Word. In this course, students will learn how to use and create templates, select and modify design themes, select and modify style sets, select and modify heading and body fonts, select and modify color shemes, set defaults for fonts, colors, and paragraph spacing, and change the background of a page.

1. Templates
    1. Selecting a template
    2. Searching for a template
    3. Saving a document as a template
2. Design Themes
    1. Understanding themes vs. templates
    2. Selecting a design theme
    3. Modifying a design theme
    4. Saving a design theme
3. Style Sets
    1. Selecting a style set
    2. Modifying a style set
    3. Saving a style set
4. Colors
    1. Selecting a color scheme
    2. Creating a custom color scheme
    3. Saving a color scheme
5. Fonts
    1. Select a font set
    2. Creating a font set
    3. Saving a font set
6. Page Background
    1. Using color and fill effects
    2. Adding a page borders
    3. Using watermarks

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Word 2013 - Customizing the Interface and Application Settings

Course ID MS-WRD-150-195   **Course Level** Introduction

Word has the ability to allow a user to customize the interface, including the Ribbon and the Quick Access Toolbar, as well as the ability to customize default actions and settings of the application. In this course, students will learn how to customize elements of the interface, including the Ribbon and its tabs, and the Quick Access Toolbar. The class will also take a deep dive into the various settings and options of Word, including AutoCorrect settings, setting defaults for fonts, themes, and paragraph spacing, and myriad other options for controlling how Word acts and responds when creating documents.

1. Customizing the Interface
    1. Customizing the Ribbon
    2. Customizing the Quick Access Toolbar
    3. Showing the Mini Toolbar
    4. Showing the Start screen
    5. Setting the Office theme and background
2. Setting Application Defaults
    1. Setting a default font
    2. Setting a default theme
    3. Setting paragraph spacing
    4. Setting the username and initials
    5. Setting the default save location
3. Other Application Settings
    1. Opening email attachments
    2. AutoCorrect settings
    3. Spelling and grammar settings
    4. Animation settings
    5. Backup copy settings
    6. Recent documents recent folders settings
    7. Editing, copying, and pasting settings

Word 2013 - Working with Tables

Course ID MS-WRD-150-210   **Course Level** Intermediate

Tables are a powerful formatting tool in Word that have many uses beyond just organizing information into rows and columns. In this course, students will learn how to create, modify, format, size, and enhance Word tables in their documents. Additional topics include using the table drawing tools, using Table Styles, performing simple calculations in tables, moving tables, converting text to tables, sorting data in a table, as well as other "lesser known" uses for tables.

1. Creating Tables
    1. Creating tables from scratch
    2. Creating tables from existing text
    3. Using tables to control page layout
    4. Drawing a table
2. Working with Table Content
    1. Selecting parts of a table
    2. Moving within a table
    3. Adding text to a table
    4. Character and paragraph formatting in tables
3. Changing the Table Structure
    1. Adding rows and columns
    2. Moving rows and columns
    3. Resizing rows and columns
    4. Aligning tables
    5. Merging and splitting table cells
4. Table Design Options
    1. Changing table borders
    2. Shading table cells
    3. Applying table styles
    4. Modifying a table style
5. Table Data
    1. Sorting data in a table
    2. Splitting tables
    3. Repeating the header row
    4. Entering a formula in a table

Word 2013 - Enhancing Documents with Graphics

Course ID MS-WRD-150-220   **Course Level** Intermediate

In this course, students will learn how to enhance their Word documents with a variety of graphics and will how to manipulate them with their related tools. Topics include adding pictures and clip art to a document, creating diagrams with SmartArt, formatting text with WordArt, adjusting pictures and clip art and applying styles, and adding text boxes to a document.

1. Graphics and Clip Art
    1. Inserting graphics and pictures
    2. Inserting screenshots
    3. Inserting online pictures
2. Working with Graphics
    1. Resizing and cropping graphics
    2. Positioning a graphic
    3. Controlling text flow around a graphic
    4. Rotating graphics
    5. Using alignment guides
    6. Arranging a graphic
    7. Using picture adjustments
    8. Applying picture styles
3. Creating Diagrams
    1. Using SmartArt graphics
    2. Creating and formatting an organization chart
4. Working with Shapes
    1. Drawing shapes
    2. Modifying shapes
    3. Arranging objects
    4. Setting text wrap options
    5. Changing shapes into different shapes
5. Formatting Text Graphically
    1. Working with WordArt
    2. Using drop caps
    3. Creating and formatting text boxes
    4. Linking text boxes
    5. Adding pull quotes to a document

Word 2013 - Working with Building Blocks

Course ID MS-WRD-150-230   **Course Level** Intermediate

In this class, students will learn about Word's Building Blocks feature – a powerful upgrade to the AutoText feature of previous versions. Building Blocks are reusable pieces of content (text, tables, headers, footers, and much more) that can be inserted into a document from various built-in or custom galleries. Students will learn how to create and edit the various types of Building Blocks, and work with the Building Blocks Organizer to organize and share Building Blocks.

1. Using the Building Blocks Organizer
2. Adding a Building Block to a Document
3. Creating Building Blocks
4. Modifying Building Block Properties
5. Saving Building Blocks
6. Modifying the Content of a Building Block
7. Deleting a Building Block
8. Copying Building Blocks to Another Template
9. Backing Up Building Blocks

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Word 2013 - Working with References

Course ID MS-WRD-150-240   **Course Level** Intermediate

Word includes a variety of tools on the References tab that allow a user to easily create references within a document. While these tools are generally used in long and complicated documents, they work just as well in short and simple documents. In this class, students will learn how to work with the tools on the Reference tab to create tables of contents, insert footnotes and endnotes, add captions, mark entries and create an index, insert bookmarks, and add cross-references within a document.

1. Tables of Contents and Figures
    1. Generating a table of contents using styles
    2. Generating a table of contents using codes
    3. Updating a table of contents
    4. Adding entries to a table of contents
    5. Using captions to identify graphics and tables
    6. Inserting a table of figures
2. Footnotes and Endnotes
    1. Creating footnotes and endnotes
    2. Changing footnote and endnote options
    3. Converting footnotes and endnotes
    4. Deleting footnotes and endnotes
3. Indexes
    1. Indexing a document
    2. Marking index entries
    3. Creating index entries and subentries
    4. Generating an index
4. Bookmarks and Cross-References
    1. Adding bookmarks
    2. Using bookmarks
    3. Deleting bookmarks
    4. Creating cross-references
    5. Updating cross-references

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Word 2013 - Controlling the Page Layout

Course ID MS-WRD-150-260   **Course Level** Intermediate

Generally after the content of a document is created, you format and change the layout of the text. In this session, students will learn the basics of changing the layout of their document. Topics include creating headers and footers, using odd/even and different first page headers and footers, setting and changing the margins, changing page orientation, setting text flow options, and adding and deleting page breaks.

1. Headers and Footers
    1. Creating headers and footers
    2. Adjusting header and footer margins
    3. Using different headers and footers for different pages
    4. Changing page numbering
2. Page Setup
    1. Setting margins
    2. Adjusting margins in Print Layout view
    3. The Page Setup dialog box
    4. Changing page orientation
    5. Changing page vertical alignment
    6. Setting line and page break options
    7. Applying text flow options
3. Page Breaks
    1. Changing pagination
    2. Automatic vs. manual page breaks
    3. Adding a manual page break
    4. Deleting a page break

Word 2013 - Working with Sections and Columns

Course ID MS-WRD-150-265   **Course Level** Intermediate

By breaking a document into a sections, an author can apply multiple formatting styles and options in a single document, including different page orientations, different headers and footers, and different margins per section. Columns allow an author to create columns of text on a single page, and in conjunction with sections, a document author can format specific areas with columns. In this class, students will learn about the different types of section breaks in Word, how to add section breaks to a document and apply formatting within a section, and how to create and format columns in a document.

1. Creating and Formatting Sections
    1. Inserting and deleting section breaks
    2. Formatting sections
    3. Inserting section headers and footers
    4. Section page numbers
2. Working with Columns
    1. Formatting text Into columns
    2. Enabling hyphenation
    3. Adjusting the space between columns
    4. Inserting and deleting column breaks
    5. Creating a heading that spans columns

Word 2013 - Mail Merge Basics

Course ID MS-WRD-150-270   **Course Level** Intermediate

This workshop will cover the basics of using and troubleshooting the Mail Merge feature in Word. Students will learn how to set up letters and documents for mail merges using the Step by Step Mail Merge Wizard or by using the options of the Mailings tab, format and create their data lists, add common mail merge fields to a document, and how to preview and complete the mail merge process.

1. The Mail Merge Feature
    1. Inserting standard fields
    2. Modifying fields
    3. Creating a custom field
    4. Steps in a Mail Merge
    5. Identifying a starting document and recipients
    6. Using the Mail Merge Wizard
    7. Customizing form letters
    8. Merging recipient list data with form letters
    9. Sending Personalized E-mail Messages
2. Data Sources for the Recipient List
    1. Creating a recipient list
    2. The Mail Merge Recipients dialog box
    3. Sorting records
    4. Filtering records
3. Mailing Labels and Envelopes
    1. Generating mailing labels
    2. Printing labels for a single recipient
    3. Preparing and printing mailing labels
    4. Generating envelope documents
    5. Printing an envelope for a single recipient

Word 2013 - Using Content Controls to Create Forms

Course ID MS-WRD-150-310 **Course Level** Advanced

In this session students will learn how to use the Content Controls to create forms for data entry. The Content Controls enable a user to easily add user-selected items to a document, resulting in customized documents that can be used for surveys, forms, or other data entry processes. Topics include adding labels and content controls to a document, using tables to lay out a form, formatting and restricting the controls, and protecting a document or form from changes.

1. Creating Forms
    1. Form components
    2. Content controls
    3. Entering data in a form
    4. Enabling the Developer tab
    5. Adding content controls
        1. Text controls
        2. Choice and checklist controls
        3. Date controls
        4. Repeating section control
    6. Grouping and ungrouping controls
    7. Using the Content Control Properties dialog box
    8. Protecting individual content controls
    9. Using the legacy tools
2. Protecting Forms
    1. Preventing unwanted changes
    2. Protecting a form
    3. Unprotecting a form
    4. Setting editing permissions

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Word 2013 - Working with Styles

Course ID MS-WRD-150-320   **Course Level** Advanced

Understanding how to create, use, and modify styles in Word can eliminate hours of manually formatting a document. Students will learn the basic theory of styles, how to use styles in documents and templates, and how to create and modify their own document styles and Quick Styles. Students will also learn how to use the Styles task pane and gallery, how to enable or disable certain styles in a document, and how to transfer styles between documents.

1. Examining Formatting
    1. The Reveal Formatting pane
    2. The Styles pane
    3. Tracking formatting in a document
    4. Using the styles pane to manage and apply formatting
    5. Comparing formatting of two selections
2. Working with Styles
    1. Applying styles
    2. Using the styles gallery
    3. Creating styles by example
    4. Basing styles on other styles
    5. Managing styles
    6. Overriding styles
    7. Deleting styles
    8. Creating a character style
    9. Copying styles

Word 2013 - Managing Document Revisions

Course ID MS-WRD-150-330 **Course Level** Advanced

Word has many powerful features for reviewing and collaborating with other users on documents. In this course, students will learn how to use the reviewing and track changes features of Word. Topics include tracking changes while editing, reviewing and accepting revisions, viewing changes by different reviewers, restricting edits to tracked changes, and merging revisions. Students will also learn how to insert, edit, print, and delete comments.

1. Using Track Changes
    1. Keeping Track Changes on
    2. Keep Track Changes on with a password
    3. Turning off Track Changes
    4. Showing and hiding revisions
    5. Showing all revisions
    6. Showing all markup with revisions inline
    7. Hiding revisions
2. Accepting and Rejecting Changes
    1. Accepting tracked changes
    2. Accept one change without moving to the next change
    3. Remove tracked changes and comments
    4. Remove comments
    5. Turning off Track Changes
    6. Removing tracked changes
3. Changing Options for Track Changes
    1. Change the Track Changes color
    2. Advanced Track Changes options
4. Comparing and Combining Documents
    1. Merging edits from different copies of a document
    2. Merging in additional copies
    3. Adding different documents to a file
    4. Comparing documents with the legal blackline option

Word 2013 - Introduction to Macros

Course ID MS-WRD-150-350   **Course Level** Advanced

Macros enable a user to automate repetitive, complicated, or lengthy tasks in a document. This class is an introduction to the use of macros in Word. Students will learn how to create and record basic macros, edit existing macros, assign a macro to a keyboard shortcut, run a macro, copy macros between documents, and delete macros.

1. Creating a Macro
2. Assigning a Macro to a Button or Keyboard Shortcut
3. Recording a Macro
4. Running a Macro
5. Changing Macro Security Settings
6. Copying a Macro to Another Document or Template
7. Modifying a Macro
8. Deleting a Macro

Word 2013 - Using Styles to Manage Lists, Bullets, and Numbered Headings

Course ID MS-WRD-150-365   **Course Level** Advanced

Getting bullets, numbered headings, and outline headings to work correctly and consistently in a Word document can be a humungous challenge. In even the simplest of documents, it often seems like these features can easily go awry. In this course, students will learn to create and apply styles to control the formatting and application of bullets, numbered headings, and outline numbering in a document or in a document template. Students will also learn how to transfer these styles between documents and templates using the Organizer.

1. Overview
    1. How to set up numbering in your version of Word
    2. Five things to think about
    3. Why go through the trouble of creating styles?
2. Creating Numbered Headings or Outline Numbering
    1. Understanding List styles
    2. Setting up Heading paragraph styles
    3. Creating a list style
    4. Applying the Heading styles
    5. Editing the numbering scheme
3. Creating Bullets
    1. Understanding List styles
    2. Creating a new List style
    3. Showing List Bullet style on the Home tab
    4. Applying the List Bullet styles to text
    5. Editing the bulleting scheme
4. Using the Organizer to Transfer Styles Between Documents

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Word 2013 - Mail Merge Advanced Techniques

Course ID MS-WRD-150-370 **Course Level** Advanced

This course builds on and extends the skills learned in the Mail Merge: Basics class to create more complex mail merges, and techniques that allow a user to exert more control over the formatting and output of a mail merge. Topics include viewing merge fields, using switches to format merge fields, and using rules to create conditional or customized mail merges.

1. Working with Fields
    1. Viewing merge fields
    2. Understanding field code syntax
    3. Formatting merge field data
    4. Toggling between fields and field results
    5. Controlling how fields are updated
2. Conditional Mail Merges
    1. Creating IF...THEN...ELSE rules
    2. Using the INCLUDETEXT field
    3. Performing the mail merge