



ICT Training Seminars 2019

www.fish4development.co.uk
info@fish4development.co.uk

*Please note during pandemic training is
via Zoom in small interactive classes*

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Sally Butler Training Consultant

Sally has a passion for developing people and expertise in the development of a range of transferrable soft skills and essential IT Skills. Her experience has encompassed 20 years of training. Feedback on her style reports that the training is fun, thought provoking, interactive, challenging, and nurturing.



Qualifications

- MSc Chartered MCIPD (2009)
- ILM 5 in Business Coaching and Mentoring
- ECDL Expert
- NVQ D32/33/36 Assessor in Business Admin
- HND Business and Finance
- CertEd in Adult Education

Experience

- 25+ years working as a trainer
- Managed and set up three new training centres
- 5 years Recruitment and Assessment centre design and delivery
- 8 years Volunteer counselling
- Managed three teams of trainers and volunteers
- Sole trainer for large (5000+) tourism organisation in Cyprus
- Designed and delivered in excess of 30 different courses
- Support Group Leader for people for numerous social/psychological issues including fear and anxiety

Access Introduction to intermediate



Database Overview / Terms / Planning

- An overview of databases, database objects and terminology
- Tables, Queries, Forms, & Reports, and relationships

Working with an existing database

- Navigating around an existing database & finding help
- The ribbon, window and navigation pane
- Filtering & Sorting Data
- Finding & Replacing Data (using wildcards)

Working with Tables

- Creating a new simple Access database
- Creating a table structure
- Formatting and editing field properties & descriptors
- Defining a Primary Key
- Creating Validation Rules/text
- Adding a new field to a table
- Insert, Delete, Move and Rename Fields and Tables

Queries and Filters

- Query Overview
- Sorting records & **using** filters
- Filtering by form
- Creating and Running a Query
- Modifying a Query – adding, removing fields to a query and deleting a query

Creating Forms

- Creating and Designing Forms Using the Form Wizard, Design View and Quick forms
- Data Entry in Forms
- Editing form design
- Filtering and Deleting from a form
- Changing the look of forms

Reports

- Creating a Quick report or Using a wizard
- Printing a report

Excel Introduction (Level 1) Outline

What the course will cover: An overview of the screen, navigation and basic spreadsheet concepts



- Familiarity with the Ribbons and what they can do (Quick Access Toolbar)
- Understanding workbooks, worksheets, rows, columns, and cell references
- Various selection techniques of cells & the mouse pointer and its many functions
- Using navigation techniques around a worksheet, and workbook
- Entering & deleting data
- Moving and copying data and Paste Special
- Inserting, deleting, changing width and hiding, Rows and Columns
- Using the Fill handle including Autofill and Custom Fill

Formulae

- Creating and editing basic formulas such as Addition, Subtraction, Multiplication, and Division
- Gain understanding and using Formulae rules (making sense of BODMAS)
- Using Excel Functions such as: Sum, Average, Max, Min and Count
- Changing text by using text functions
- Understanding and using absolutes \$ format numbers

Formatting and Proofing

- Formatting Cells: copying, clearing, Number, Font, Time, Date, Currency,
- Alignment, Merging cells, Borders and Fills
- Conditional formatting **Printing and Page Setup**
- Page Orientation portrait to landscape and adding Headers and Footers

Basic List Management

- Sorting by one column or more
- Filtering your rows to show only certain criteria

Charts & graphs

- Creating and editing Charts: pie, column or bar

Working with multiple worksheets

- Freezing panes to see your top row when you scroll down
- Selecting and inputting data over multiple sheets at one time
- Creating a Summary with formulas over multiple worksheets Changing, copying and moving worksheet tabs

Excel Intermediate Outline (Level 2)



Short recap from the Introduction course

Formulae & Functions

- Create and editing simple formulas including absolute cell references i.e. \$B\$17
- Understanding and using Functions such as: =SUM, =AVERAGE, =MAX, =MIN, =COUNT, =COUNTA, =NOW() or =TODAY(), =DATEDIF()
- How to use Autofill to create a series of dates, or numbers in intervals
- Working with text strings

Simple IF Functions

Conditional Formatting

Charts

- How to format a chart i.e. change colours, legends and titles
- Using a secondary axis
- Sparklines

Multiple Worksheets

- How to move / copy a worksheets
- Working with cascading/tiled windows together
- Splitting a worksheet / Freezing panes

Sorting and Filtering Data

- Sorting data in ascending or descending order / using two different fields
- Using a Format As a Table feature including formulas and filters

Linking Data

- Create hyperlinks between worksheets, workbooks, email accounts, webpages, and ranges

Data Tools

- Using Text to Column to change one column data to two or more (to separate information)
- Removing duplicates
- Using Creating Data Validation and setting parameters
- Creating a drop down list and
- A preview and practice at Pivot Tables

Security

- How to add a password to open or modify the spreadsheet

Excel Further Features Outline (level 3)

Is this course for me?

- If you have used Excel for analysing data, can use functions and want to know some of the more advanced functions this is the course for you.



What the course will cover:

- A **short recap** on the basics including shortcuts and **Autofill** options
- **Formulas and functions** including:
 - Using absolute formulas Sum, Max, Min, Average, Count, CountA
 - IF functions including IF, CountIf, and SumIf
 - **And** and **Or** functions
 - **Vlookups** and **Hlookups** for accessing data from lists
 - **Index and Match** functions
 - **Naming ranges** and using names in formulas
 - **Text functions** such as: Joining text strings, UPPER, LOWER, PROPER, LEFT, RIGHT and TRIM
 - **Database functions** such as DSum, DCount, DMax, DMin, DAverage
 - Formatting and working with dates and times including DateDif, Edate, Now, Today and Weekday
 - Additional **Print Options** including printing titles
 - **Data Validation** and setting parameters
 - **Working with views** – side by side synchronising, split screens and freezing panes
 - **Custom Sorting, Filtering, Advanced Filtering** and **Formatting as a Table**
 - **Conditional formatting** data based on cell contents
 - **Groups** and **Subtotals**
 - **PivotTables, Slicers** and **PivotCharts**
 - Recording and playing **Macros** (SQL not included)
 - Assigning a **Macro** to a shortcut key, **Quick Access Toolbar** button, or a **Command** button
 - **Charts** manipulation and **Sparklines**

Note: Excel has hundreds of functions and permutations of functions. This course covers some of the more popular and commonly used functions. If you are confident with the above areas and are looking for more information, it may be better to have one to one consultancy based on your areas of need.

Outlook Course Outline (half day)



This course will cover the following:

- A look around the elements of Outlook:
- Title Bar, Quick Access toolbar, Ribbons, and Backstage view
- Navigating around the navigation bar
- The Message Pane, The Reading Pane, The People Pane for Social Media contacts, The To Do bar, Task Bar and Adjusting your panes for a better view

Emails

- Sending, forwarding and replying to emails
- Sorting emails by name and date
- The difference between a To: CC: and BCC:
- Email etiquette
- Address Book: Adding names to the address book
- Attachments: Adding opening, viewing and saving attachments
- Options including read receipts, delaying delivery
- Urgency and Importance of an Email
- Organising your emails, Creating a folder, Moving emails to a folder
- Creating a rule to move emails to a folder depending upon a criteria
- Creating reminder flags, Creating categories for subjects in emails
- Searching emails to find: from, to, subject matter, category, flag, attachment
- Printing an email

Calendar

- Making appointments and creating a Meeting appointment
- Adjusting, accepting and deleting appointments
- Sharing and opening a shared calendar
- Print Calendar Options

Contacts:

- Creating a new contact
- Creating a folder for contacts and moving contacts

Tasks

- Creating a New Task with a reminder
- Assigning Tasks to others
- Making a note to yourself

PowerPoint Course Outline (levels 1 & 2)



Familiarity with the PowerPoint Views including:

- Normal (Tripane), Slide Sorter, Notes Pages, Slide Show, Print Preview and Outline View

Creating a New Presentation

- Adding New Slides - entering & editing text

Slide Layouts

- Title Slide, Bulleted List, Two Column Text
- Changing the slide layout
- Adding Freeform Text (non template)
- Selecting & Formatting Text
- Formatting Numbered and Bulleted Lists

Background

- Formatting with colours or pictures
- Applying Design Templates
- Transitions and Animation
- Transition Effects

Working with Animations

- Entrance, emphasis and exit effects for animation
- Custom paths for animations

Inserting ClipArt, Images, Shapes and WordArt

- Drawing and Picture Tools including: Drawing shapes, selecting and using regular AutoShapes, Moving, Copying, aligning and layering of images

Inserting a table, chart, SmartArt including

- Organisational charts and flow charts

Working with Guides and Visible Grid

Previewing a slide show

- Using Presenter view

Inserting a video and trimming

Creating your own training video

Slide Masters and Templates

Printing Presentations,

- Handouts and notes

Publisher Course Outline

Getting Started with Publisher

- Scroll bars, Zoom, Page controls, Toolbars, Ribbons, Live Preview and Quick Access Toolbar
- Navigating **Back Stage** with opening, saving, closing, printing and saving



Creating a New Publication

- Using the wizard templates to create a new publication
- Starting from a blank publication

Working with Text and Text box tools

- Basic Formatting including Bullets and Numbers
- Using **AutoFit Text**, **Grow to Fit** or use **Text overflow**
- Deleting, Formatting, filling, colouring, and using lines and borders around text boxes.
- Using Transparency options in text boxes

Linking text boxes and breaking links

- Margins, alignment and indentation
- Columns and tabulation
- Changing Line spacing
- Using **Styles**
- Using **spell checker**

Importing text from other packages

Working with tables

Working with Graphics such as:

WordArt, ClipArt, SmartArt, AutoShapes and Pictures

- Resizing, Moving, Cropping, Recolouring, Text wrapping
- Rotating and flipping, Aligning and distributing, Grouping and Arranging images
- Creating **Borders**, **Shadows** and **3D effects**

Publisher Pages and Master pages

Headers and footers

- **Page setup** including: Orientation, **Layout Guides** and Grid guides

At the end of the course you will Design a Brochure and or a Flyers

Word Introduction (Level 1)



Is this the course for me?

Are you self-taught with gaps in your learning, this course is ideal for you. Or perhaps you need to improve your productivity and find the quick way of doing things?

What the course will cover:

- Familiarity with the Ribbons and what they can do
- Customising the Quick Access Toolbar
- Opening and Saving
- Layout of the screen
- Using the backstage (File tab)
- Navigating around Word quickly
- Using Find and replace
- Manipulating Page Layout including margins, orientation, and columns
- Amending a document
- New document, saving, saving as and opening

Text Manipulation

- Formatting your text (colour, size and font)
- Cut, copy, paste and past special
- Using format painter to copy formats
- Changing Case from upper, lower and proper case
- Indents – hanging, first line, and blocked
- Tabulation setting and moving left, right, currency, centered and dot leaders
- Bullets & Numbering including multilevel list
- Line spacing and quick keys
- Spelling and grammar

Clipart and Pictures

- Inserting Date and Time
- Inserting clipart
- Inserting AutoShapes

Tables

- Simple Tables

Print Setup

- Headers and Footers
- Page numbering and page breaks

Word Intermediate (Level 2)

Catch up on Word Introduction with a quick overview

Layout of your Screen

- Arranging Windows and splitting screens

Working with Styles and Themes

- Using and modifying Styles and Themes

Creating a Poster using:

- Borders and Shading to page and blocks of text
- Pictures, Images, ClipArt and WordArt
- Adding styles and shapes, Text boxes, Watermarks
- Wrapping text around pictures
- Aligning, nudging, and adjusting pictures and text boxes
- Amending Images: recolouring, enhancing, removing backgrounds, fill effects
- Page colours

Further features on Tables

- Modifying, merging, borders, shading
- Sorting
- Using a formula
- Spelling, grammar, thesaurus and word count

Using Drop Cap

Correcting text automatically with autocorrect

Working with SmartArt

- Organisational charts / Flow Charts
- Creating a chart and amending

Working with longer documents

- Inserting an automatic Table of Contents
- Hyperlinks

Creating Mail Merge documents

- Using Step by Step Wizard
- Using Greeting Lines and Address blocks
- Inserting Merge fields
- Linking and creating different data sources
- Merging to Email addresses

Inserting comments and tracking changes

- Working with Columns including breaks and line between

Forms – check boxes, drop down boxes etc.



Feedback

"I will send other team members as it was easily understood, and relevant, excellent course, really enjoyed it" (Lincs County Council about PowerPoint)

Trainer
very
patient and
had a good
sense of
humour—
excellent
course,
very
helpful

Excel Intermediate

2016 The training
was practical, high
quality, and a good
balance of
information and
practical work EBP

Publisher training -

there were lots of
things I found useful.
Even though I've done
courses before this
had lots of details I
hadn't known! Masons
2016

*Excel Introduction I have used spreadsheets for many years,
not knowing the shortcuts and details that was available and
how to do it! Very good & certainly informative"*

PowerPoint course

I found the course very enjoyable
and particularly how to insert and
download videos and animations.

Paula – PCCD

I found EVERYTHING!!! most
useful including the handout -
regarding improvements
NOTHING! It was fabulous
thanks Penny – PCCD 2019

Word Course

Emily – Excellent – Most
Useful? – Having example
documents so we can put it in
to practice Least Useful? None
– everything is relevant one
way or another – Suggestions
for Improvement? None, very
helpful and worthwhile. 2019

Investment Prices

Flat price for all Open Programmes £145 per person and £120 for further attendees

Need a training venue for ICT course why not book a day for only £750? Refreshments, lunch, and workbooks inclusive (up to seven attendees)

ICT Courses - I will come to your venue with networked laptops for only £600 for up to seven participants (including workbooks and certificates). Refreshments / lunch supplied by you.



One to one training is also possible for only £50 per hour or £275 for the whole day (including workbooks, certificates, refreshments, and lunch).

Further afield - please allow travel costs/time. Local price to venue if over 30 miles from Lincoln will be charged at £1 per mile. Over 60 miles then overnight accommodation will be needed for the night before.

If you are an organisation and you want to book multiple courses (within three months) for your staff a reduced rate is available on a sliding scale:

- 6 to 10 courses (price reduction of £50 per course)
- 11 + courses (price reduction of £75 per course)

Terms & Conditions

Cancelled Open Programme courses will be charged at the full daily rate if they are cancelled within 5 working days of the agreed course date, or at 50% if cancelled one week to 21 days before the course. Cancelled Bespoke courses will be charged at the full daily rate if they are cancelled within 10 working days of the agreed courses date, or at 50% if cancelled between 10 working days and 15 working days before the course. However, if agreed, cancellation charges may be waived if another suitable date can be arranged in its place.

www.fish4development.co.uk

info@fish4development.co.uk

or call

Sally Butler

On

07904615511

Based in Lincoln Lincolnshire