

Office Productivity: Word, Excel and Outlook Time Management

3 Half-Days

Learn the basics of Microsoft Word, Microsoft Excel and how to use Microsoft Outlook as a time management tool.

LEARNING OBJECTIVES

This 3 half-day course will help you to learn efficient methods of working in each of Microsoft's core applications by learning time-saving tips and tricks. The tips and techniques and tools demonstrated will prove invaluable in your daily work!

COURSE OUTLINE

Word Tips & Tricks

- Toolbar Customization and Application Defaults
- Navigation and Shortcut Keys
- Formatting, Editing, Bullets & Numbering
- Themes and Global Defaults
- Quick Parts, Table of Contents, Sections and Tables

Excel Tips & Tricks

- Editing, Formatting, AutoFill
- Basic/Intermediate Calculations
- Sparklines, Range Names, Sorting and Pivot Tables

Time Management in Outlook

- Managing your Outlook Inbox including:
 - File Structure
 - Processing your Email
 - Daily/Weekly Review
 - Categories
 - Follow-Up Flags, Search Folders, Conversation View
 - Quick Steps, and Custom Rules
 - Ignore/Clean Up Conversations
 - Conditional Formatting
 - Outlook Today

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

HOW TO REGISTER

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