

Scottish Aquaculture Digital Skills Training

Course content

Basics

Word 2016 Basics: Document Creation Collaboration and Communication

Create and manage documents

Create a document

- Create a blank document, create a blank document using a template, open a PDF in Word for editing, insert text from a file or external source

Navigate through a document

- Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document

Format a document

- Modify page setup, apply document themes, apply document style sets, insert headers and footers, insert page numbers, format page background elements

Customize options and views for documents

- Change document views, customize views by using zoom settings, customize the Quick Access Toolbar, split the window, add document properties, show or hide formatting symbols

Print and save documents

- Modify print settings, save documents in alternative file formats, print all or part of a document, inspect a document for hidden properties or personal information, inspect a document for accessibility issues, inspect a document for compatibility issues

Format text, paragraphs, and sections

Insert text and paragraphs

- Find and replace text; cut, copy, and paste text; replace text by using AutoCorrect; insert special characters

Format text and paragraphs

- Apply font formatting, apply formatting by using Format Painter, set line and paragraph

spacing and indentation, clear formatting, apply a text highlight color to text selections, apply built-in styles to text, change text to WordArt

Order and group text and paragraphs

- Format text in multiple columns; insert page, section, or column breaks; change page setup options for a section

Create tables and lists

Create a table

- Convert text to tables, convert tables to text, create a table by specifying rows and columns, apply table styles

Modify a table

- Sort table data; configure cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; configure a repeating row header

Create and modify a list

- Create a numbered or bulleted list, change bullet characters or number formats for a list level, define a custom bullet character or number format, increase or decrease list levels, restart or continue list numbering, set starting number value

Create and manage references

Create and manage reference markers

- Insert footnotes and endnotes, modify footnote and endnote properties, create bibliography citation sources, modify bibliography citation sources, insert citations for bibliographies, insert figure and table captions, modify caption properties

Create and manage simple references

- Insert a standard table of contents, update a table of contents, insert a cover page

Insert and format graphic elements

Insert graphic elements

- Insert shapes, insert pictures, insert a screen shot or screen clipping, insert text boxes

Excel 2016 Basics: Data Analysis Manipulation and Presentation

Create and manage worksheets and workbooks

Create worksheets and workbooks

- Create a workbook

Navigate in worksheets and workbooks

- Search for data within a worksheet or workbook

Format worksheets and workbooks

- Change worksheet tab color, rename a worksheet, change worksheet order, modify page setup, insert and delete columns or rows

Customize options and views for worksheets and workbooks

- Hide or unhide worksheets, hide or unhide columns and rows, customize the Quick Access Toolbar, change workbook views, change window views

Configure worksheets and workbooks for distribution

- Set a print area, save workbooks in alternative file formats, print all or part of a workbook, set print scaling

Manage data cells and ranges

Insert data in cells and ranges

- Replace data; cut, copy, or paste data; paste data by using special paste options; fill cells by using Auto Fill; insert and delete cells

Format cells and ranges

- Merge cells, modify cell alignment and indentation, format cells by using Format Painter, wrap text within cells, apply number formats, apply cell formats, apply cell styles

Summarize and organize data

- Insert sparklines, outline data, insert subtotals, apply conditional formatting

Create tables**Create and manage tables**

- Create an Excel table

Filter and sort a table

- Filter records, sort data by multiple columns, change sort order

Perform operations with formulas and functions**Summarize data by using functions**

- Insert references, perform calculations by using the SUM function, perform calculations by using MIN and MAX functions, perform calculations by using the COUNT function, perform calculations by using the AVERAGE function

Perform conditional operations by using functions

- Perform logical operations by using the IF function, perform logical operations by using the SUMIF function, perform logical operations by using the AVERAGEIF function, perform statistical operations by using the COUNTIF function

Format and modify text by using functions

- Format text by using RIGHT, LEFT, and MID functions; format text by using UPPER, LOWER, and PROPER functions; format text by using the CONCATENATE functions

Insert and format objects

- Insert text boxes and shapes, insert images, modify object properties, add alternative text to objects for accessibility

PowerPoint 2016 Basics: Presentation Design and Delivery Skills

Create and manage presentations

Create a presentation

- Create a new presentation, create a presentation based on a template, import Word document outlines

Insert and format slides

- Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide headers, footers, and page numbers

Modify slides, handouts, and notes

- Change the slide master theme or background, modify slide master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master

Order and group slides

- Create sections, modify slide order, rename sections

Change presentation options and views

- Change slide size, change views of a presentation, set file properties

Configure a presentation for print

- Print all or part of a presentation; print notes pages; print handouts; print in color, grayscale, or black and white

Configure and present a slide show

- Create custom slide shows, configure slide show options, rehearse slide show timing, present a slide show by using Presenter View

Outlook 2016 Basics: Communication Collaboration and Email Skills

Getting to know outlook

- Ribbon, Quick Access Toolbar, View Tabs, Navigation Pane, Setting up Outlook

Sending and receiving e-mail

- Organising and Managing e-mail (Sending and Receiving), Managing Contacts, creating an email signature

Managing your calendars

- Collaborating with calendars, Calendar Interface, Appointments and meetings

Intermediate

Word 2016 Intermediate: Creating Documents for Effective Communication

Manage document options and settings

Manage documents and templates

- Modify existing templates; copy custom styles, macros, and building blocks to other documents or templates; manage document versions; compare and combine multiple documents; link to external document content; enable macros in a document; display hidden ribbon tabs; change the application default font

Prepare documents for review

- Restrict editing, mark a document as final, protect a document with a password

Manage document changes

- Track changes, manage tracked changes, lock or unlock tracking, add comments, manage comments

Design documents

Perform editing and formatting

- Find and replace text by using wildcards and special characters, find and replace formatting and styles, set advanced page setup layout options, link text boxes, set paragraph pagination options, resolve style conflicts by using Paste Options

Create styles

- Create paragraph and character styles, modify existing styles

Create advanced references

Create and manage indexes

- Mark index entries, create indexes, update indexes

Create and manage references

- Customize a table of contents, insert and modify captions, create and modify a table of figures

Create custom Word elements

Create and modify building blocks, macros, and controls

- Create Quick Parts

Create custom style sets and templates

- Create custom color sets, create custom font sets, create custom themes, create custom style sets

Excel 2016 Intermediate: Interpreting Data for Insights

Manage workbook options and settings

Manage workbooks

- Save a workbook as a template, copy macros between workbooks, reference data in another workbook, reference data by using structured references, enable macros in a workbook, display hidden ribbon tabs

Manage workbook review

- Restrict editing, protect a worksheet, configure formula calculation options, protect workbook structure, manage workbook versions, encrypt a workbook with a password

Apply custom data formats and layouts**Apply custom data formats and validation**

- Create custom number formats, populate cells by using advanced Fill Series options, configure data validation

Apply advanced conditional formatting and filtering

- Create custom conditional formatting rules, create conditional formatting rules that use formulas, manage conditional formatting rules

Create and modify custom workbook elements

- Create custom color formats, create and modify cell styles, create and modify custom themes, create and modify simple macros, insert and configure form controls

Prepare a workbook for internationalization

- Display data in multiple international formats, apply international currency formats, manage multiple options for +Body and +Heading fonts

Create formulas**Apply functions in formulas**

- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

Look up data by using functions

- Look up data by using the VLOOKUP function, look up data by using the HLOOKUP function, look up data by using the MATCH function, look up data by using the INDEX function

Apply date and time functions

- Reference the date and time by using the NOW and TODAY functions, serialize numbers by using date and time functions

Define named ranges and objects

- Name cells, name data ranges, name tables, manage named ranges and objects

Create charts and tables

Create and manage PivotTables

- Create PivotTables

Create and manage PivotCharts

- Create PivotCharts, manipulate options in existing PivotCharts, apply styles to PivotCharts, drill down into PivotChart detail

PowerPoint 2016 Intermediate: Effective Presentation

Insert and format text, shapes, and images

Insert and format text

- Insert text on a slide, apply formatting and styles to text, apply WordArt styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks

Insert and format shapes and text boxes

- Insert or replace shapes, insert text boxes, resize shapes and text boxes, format shapes and text boxes, apply styles to shapes and text boxes

Insert and format images

- Insert images, resize and crop images, apply styles and effects

Order and group objects

- Order objects, align objects, group objects, display alignment tools

Insert tables, charts, SmartArt, and media

Insert and format tables

- Create a table, insert and delete table rows and columns, apply table styles, import a table

Insert and format charts

- Create a chart, import a chart, change the Chart Type, add a legend to a chart, change the chart style of a chart

Insert and format SmartArt graphics

- Create SmartArt graphics, convert lists to SmartArt graphics, add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt graphics

Insert and manage media

- Insert audio and video clips, configure media playback options, adjust media window size, set the video start and stop time, set media timing options

Apply transitions and animations**Apply slide transitions**

- Insert slide transitions, set transition effect options

Animate slide content

- Apply animations to objects, apply animations to text, set animation effect options, set animation paths

Set timing for transitions and animations

- Set transition effect duration, configure transition start and finish options, reorder animations on a slide

Outlook 2016 Intermediate: Effective Communication

Manage the Outlook environment for productivity**Customize settings**

- Customize reply messages, change text formats for all outgoing messages, customize the Navigation Pane, configure reviews, manage multiple accounts, add an account

Print and save information

- Print message, calendar, contact, or task information; save message attachments; preview attachments; save messages in alternate formats; export messages to a data file

Perform search operations in Outlook

- Create new search folders; search for items in messages, tasks, contacts, or calendars; search by using advanced find; search by folder

Manage messages

Configure mail settings

- Set fonts for new messages and responses; create, assign, and modify signatures; create and manage rules; create automatic replies; create messages by using Quick Parts; configure Junk Email and Clutter settings

Create messages

- Create a message; add or remove message attachments; add cc and bcc to messages; add tracking and voting options; forward and reply to messages; request a delivery or read receipt; redirect replies; flag outgoing messages for follow up, importance, and sensitivity; recall a message

Format a message

- Format text, insert hyperlinks, apply themes and styles, insert messages, add a signature to specific messages

Organize and manage messages

- Sort messages, move messages between folders, add new local folders, apply categories, clean up messages, mark a message as read or unread, flag received messages, ignore messages, sort messages by conversation, delete messages, automate repetitive tasks by using Quick Steps, configure basic Auto Archive settings, delegate access

Manage schedules**Create and manage calendars**

- Create and add calendars, adjust viewing details for calendars, modify calendar time zones, delete calendars, set calendar work times, manage multiple calendars, manage calendar groups, display multiple calendars, share calendars

Create appointments, meetings, and events

- Create calendar items, create recurring calendar items, cancel calendar items, create calendar items from messages, set calendar item times, set up meetings by using the scheduling assistant, set free or busy status for calendar items, schedule resources, set up meeting location by using Room Finder

Organize and manage appointments, meetings, and events

- Set calendar item importance, forward calendar items, configure reminders, add participants, respond to invitations, update individual or recurring calendar items, share meeting notes, categorize calendar items

Create and manage notes and tasks

- Create and manage tasks, create and organize notes

Manage contacts and groups

Create and manage contacts

- Create a new contact, delete contacts, import contacts from external sources, edit contact information, attach an image to a contact, add tags to contacts, share contacts, create and manage address books

Create and manage contact groups

- Create new contact groups, add contacts to existing contact groups, add notes to a contact group, update contacts within contact groups, delete contact groups, delete contact group member