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# CLICK

(Complete Learning In Computer Knowledge)

## Microsoft Office 2016

### Level 2

#### **Course Overview:**

The CLICK Level 2 course is intended for students who want to learn the advanced tools and features of Windows 10 and Microsoft Office 2016 programs such as Word, Excel, Outlook, and PowerPoint.

#### **What You Will Learn:**

CLICK Level 2 provides students with the knowledge and confidence to continue and advance their skills development in the Windows 10 and Microsoft Office 2016 environments. Upon successful completion of this course, you will:

- be able to create advanced tables and styles, apply document themes, insert images, videos, text boxes, shapes, word art and SmartArt, insert section breaks and columns, use templates and perform a mail merge in Word.
- learn how to apply range names, use specialized, text, date, subtotal, database and financial functions, sort and filter data create and modify tables and charts, manage themes and create templates in Excel.
- learn how to use Outlook to view and print your calendar, manage appointments, meetings, contacts, tasks and notes as well as customize the Outlook interface.
- become more comfortable with PowerPoint's interface, create and save a presentation, view and navigate a presentation, insert and format characters, text boxes, and shapes, animate objects, apply transitions, add audio and video, print, and use slide masters.
- be able to change settings, use the control panel and work with virtual desktops in Windows 10
- become familiar with Adobe Reader and exporting PDFs.

#### **Prerequisites:**

CLICK Level 1 or equivalent experience with Windows 10 and Microsoft Office 2016

Contact Dorota Ulkowska at [CLICKLearning.CA@globalknowledge.com](mailto:CLICKLearning.CA@globalknowledge.com), call 403-456-2152, or visit us at [www.globalknowledge.ca/clickprogram](http://www.globalknowledge.ca/clickprogram)



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**Outcome:**

Completion of CLICK Level 2 provides students with advanced knowledge of working within Microsoft Office 2016 and Windows 10. Due to the nature of the in-class learning experience, the student is also being prepared for a corporate career by participating in a business environment over the duration of the course.

Students will receive a course completion certificate at the end of the course.

**Follow-Up Courses:**

CLICK Level 3 – Practicum Training

**Modality:**

Classroom Learning

**Duration:**

9 Days (9:00 AM – 5:00 PM) or 10 Days (9:00 AM – 4:00 PM)

**Variations of the Click Programs:**

Click (Course Code: 8603)

- \$2745 / student
- Maximum Number of Students = 12

Focused Learning Click (Code: 8630)

- One-on-one customized training to accommodate different learning styles or physical requirements
- \$4990 / student
- Maximum Number of Students = 1

VRT Blended Click (Code: 8632)

- One-on-one customized training using Voice Recognition Technology (VRT) is used so you can use your voice to control your computer.
- \$4990 / student
- Maximum Number of Students = 1

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### Course Outline:

Day 1 – Review of Level 1, Windows Intermediate, PDFs, Adobe Reader and Outlook

- Windows 10 Intermediate
  - The Settings Window
  - The Control Panel
  - Work with Virtual Desktops
- Word
- Adobe Reader
- Exporting a PDF
- Outlook
- Revision / Lab Session

Day 2 – Microsoft Office Word 2016 Level 2, Part 1

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create and Modify Text Styles
- Custom List or Table Styles
- Apply and Customize Document Themes
- Using Images in a Document
- Adjusting Image Appearance
- Integrate Pictures and Text
- Insert and Format Screen Shots
- Insert Video
- Revision / Lab Session

Day 3 - Microsoft Office Word 2016 Level 2, Part 2

- Create Text Boxes and Pull Quotes
- Draw Shapes in Word
- Add Word Art and Drop Caps
- Create Complex Illustrations with Smart Art
- Inserting Content Using Quick Parts
- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Linked Text Boxes to Control Text Flow
- Using Templates
- Mail Merge

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- Revision / Lab Session

#### Day 4 – Microsoft Office Excel 2016 Level 2, Part 1

- Use Flash Fill
- Apply Range Names
- Use Specialized Functions
- Use Text Functions
- Use Date Functions
- Use Financial Functions
- Create and Modify Tables
- Sort and Filter Data
- Use Subtotal and Database Functions to Calculate Data
- Revision / Lab Session

#### Day 5 – Microsoft Office Excel 2016 Level 2, Part 2

- Apply Conditional Formatting
- Create Sparklines
- Create Charts
- Modify and Format Charts
- Create a Trendline
- Create Advanced Charts
- Inserting Graphical Objects
- Manage Themes
- Create and Use Templates
- Revision / Lab Session

#### Day 6 – Microsoft Office Outlook 2016 Level 2

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar
- Create and Update Contacts
- View and Organize Contacts
- Create Tasks
- Manage Tasks
- Manage Notes
- Customize the Outlook Interface
- Revision / Lab Session

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Day 7 – Microsoft PowerPoint 2016 Level 1, Part 1

- Navigate PowerPoint's Interface
- Create and Save a PowerPoint Presentation
- Use Help
- Select a Presentation Type
- Build a Presentation
- Lay Out a Presentation
- Edit Text
- View and Navigate a Presentation
- Format Characters
- Format Text Boxes
- Revision / Lab Session

Day 8 – Microsoft PowerPoint 2016 Level 1, Part 2

- Insert Images
- Insert Shapes
- Format Shapes
- Group and Arrange Objects
- Animate Objects
- Apply Transitions
- Add Audio to a Presentation
- Add Video to a Presentation
- Insert Microsoft Excel Worksheets into PowerPoint
- Print Your Presentation
- Create and Manage Sections
- Slide Masters
- Revision / Lab Session

Day 9 – Practice Skills

Day 10 – Practice Skills Completion and PowerPoint Presentation

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