



Course Brochure

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Introduction

Welcome to Vue IT Training. Our mission is to provide good quality IT training that can be implemented back in the workplace.

We aim to make our courses relevant and useful. By keeping groups small, we ensure that everyone gets maximum use of the day, and is able to ask any questions. We move at the pace of the group, and work to ensure that no-one is sitting waiting to move onto the next subject. Everyone will have plenty of opportunity to ask questions and practice what they have learnt.

If you wish to bring along examples of your work, or have a spreadsheet, document or presentation that is causing issues, we are happy to look at it and give advice.

The training doesn't just stop once the course finishes. We offer 1 month after course support where you can email us with any queries based on the course content.

Our training courses are friendly and informal, however the delegates will come away having increased their knowledge and competency.

We offer training face to face or online – depending on what suits your organisation.

Your requirements

When booking training you probably need to consider the following:

- Level of the staff requiring to be trained (are they a beginner, intermediate or advanced user).
- What tasks are they using the software for?
- Are they new to the software or have they been using it for a while, and want to increase their knowledge?
- Do you have a suitable training room? If not we can book facilities for you at a convenient location for your staff. (This will increase the standard course price).

We are happy to carry out a free training needs analysis to see which level your staff may be, or to talk through the course outlines and options to tailor a solution for your organisation.

Attached to this document are our standard course outlines. It is possible to tailor these to suit your requirements. For example some organisations like to take a few topics from the Introduction course and a few from the Intermediate course.



Staff offsite or Remote working

We offer online training for those staff not based in the office. Contact us for more information.

Other Courses

We often run workshops and short courses at different locations around Kent. Look out for these on our website.

If you only have one person who requires training look out for details of our open courses. Anyone can book and they take place in a variety of locations. These are advertised on our Website, Twitter, Linked in and Facebook. If you don't see an open course in your area, contact us, and we may consider running one.

Course outlines

See below for our standard course outlines.

Microsoft Excel - Introduction (1 Day)

Pre-requisites

Delegates should have basic keyboard and mouse skills and be familiar with working in the Windows environment. Use of another Microsoft Office application would be beneficial.

Course Objectives

- To understand spreadsheet terminology
- To create a simple spreadsheet
- To enhance the appearance of a spreadsheet
- To print a spreadsheet

Course Contents

Introduction to Spreadsheets

- Terminology – spreadsheet, workbook and worksheet

Getting Started with Excel

- The Excel screen
- Opening, closing and saving

Cells and Cell Ranges

- Moving around a worksheet
- Inserting/deleting rows, columns and cells

Entering Data

- Entering Text and numbers
- Editing cells

Formula and Functions

- Creating and entering formula
- Autosum
- AVERAGE, MIN, MAX and COUNT
- Relative and absolute cell references

AutoFill

- Using autofill to create formulas, dates and headings

Moving and Copying

- Cut/copy/paste
- Drag and drop

Formatting

- Text and numbers
- Changing column widths and row heights

Printing

- Previewing before printing
- Changing the page setup
- Page layout

Miscellaneous

- Cell, worksheet and workbook protection
 - Freezing panes
 - Splitting windows
-

Microsoft Excel - Intermediate (1 Day)

Pre-requisites

Delegates should be competent using the keyboard and mouse, and be familiar with working in the Windows environment. Attendance of the Microsoft Excel Introduction course or thorough equivalent experience is essential.

Course Objectives

- To create and print charts
- To create more complex spreadsheets
- To create template spreadsheets
- To use Excel as a simple database

Course Contents

Formulae

- Formulae – revision and practice
- Autosum
- AVERAGE, MIN, MAX
- Relative and absolute cell references

Creating Charts

- Creating column, line and bar charts
- Creating charts on different sheets
- Formatting Charts

Working with Multiple Sheets

- Inserting, Deleting, Moving and Copying Sheets
- Renaming Sheets
- Grouping Sheets
- Creating Linking and 3-D Formulas

Linking Workbooks

- Linking Formulas across Workbooks
- Updating Links

Further Formatting

- Conditional Formatting

Databases

- Working with Tables
 - Total Row
 - Naming Tables
 - Filter and sorting
-

Microsoft Excel - Advanced (1 Day)

Pre-requisites

Delegates should be confident in working with the Windows environment. A very sound background of designing Excel spreadsheets through attendance of the Microsoft Excel Introduction and Intermediate courses or equivalent experience is essential.

Course Objectives

- To create powerful spreadsheets through the use of advanced functions
- To analyse data held as a database
- To summarise large amounts of data

Course Contents

Advanced Functions

- IF
- Sumifs
- Countifs
- Vlookup
- Xlookup

Pivot Table

- Creating a Pivot Table
- Editing and rearranging fields
- Slicers

Introduction to Power Query

- The Power Screen Interface
 - Using Powerquery instead of Filtering
 - Refreshing and editing a query
-

Introduction to Power Query (1 Day)

Introduction to Power Query

- The Power Screen Interface
- Naming a Query
- Query Steps
- Refreshing and Editing Queries

Filtering with Power Query

- Applying a Filter
- Removing columns
- Rearranging columns

Transforming Data

- Changing Case
- Fill data
- Split Columns
- Removing Duplicates and Errors

Collating Data

- Summarising multiple sheets
- Summarising data from multiple files

IF Functions

Merge and Append Queries

Excel Advanced Plus

Getting data sorted with Power Query

- The Power Screen Interface
- Naming a Query
- Query Steps
- Refreshing and Editing Queries

Creating a dashboard

- Pivot Tables
- Pivot Graphs
- Linking the Pivot Tables
- Formatting the Dashboard

Introduction to Power BI

Getting Started

- Launching Power BI Desktop
- The four views in Power BI

Importing Files

- How to import Files
- Importing from Excel /CSV
- Importing from a webpage

Working with Data in the Query Editor

- The process of cleaning data
- Utilising applied steps
- Managing data types
- Filtering and filling data

Setting up Dashboards

- Planning your dashboard
- Inserting and formatting maps
- Inserting and formatting charts
- Using tree maps
- Inserting a table and matrix
- Inserting cards for KPIs
- Number formatting
- Highlighting key points
- Working with Slicers

Publish and Sharing the Reports

- Publishing reports online
- The Power BI service environment
- Pinning visuals to a dashboard
- Sharing dashboards

The Data Model

- Table relationships
- Relationship properties

Using DAX

- New columns vs. measures
- Creating a DAX new column
- The SUM measure
- Adding measures to visuals
- The COUNTROWS measure
- The DISTINCTCOUNT measure
- DAX rules
- The CALCULATE measure

Microsoft Word - Introduction (1 Day)

Pre-requisites

Delegates should have a basic keyboard and mouse skills and be familiar with working in the Windows environment. Use of another Microsoft Office application would be beneficial.

Course Objectives

- To understand the screen layout and access functions using the ribbon
- To create, save, open and close documents
- To edit and format text
- Use bullets, numbering and tabs
- To add borders and shading to text
- To change page set up
- To print the finished document

Course Contents

Getting Started with Word

- Using the Ribbon, Tabs, Groups and Commands
- Using the Help facility

Up and Running

- Creating a new document
- Entering and editing text
- Saving, closing and opening a document

Printing and Views

- Print preview
- Print options
- Zoom facility
- Document Views

Moving and Copying

- Cut, copy and paste
- Drag and drop

Formatting Text

- Selecting text
- Clear formatting
- Undo and redo
- Working with fonts
- Format Painter
- Spelling and grammar check

Page Setup

- Changing page orientation
- Setting margins

Working with Paragraphs

- Paragraph Alignment
 - Bullets and numbering
 - Borders and shading
-

Microsoft Word - Intermediate (1 Day)

Pre-requisites

Delegates should have basic keyboard and mouse skills and be familiar with working in the Windows environment. Attendance of the Microsoft Word Introduction course or thorough equivalent experience is essential.

Course Objectives

- To learn to work quickly and efficiently with Word 2007
- To create and apply styles
- To create a document based on a template
- To create and manipulate tables
- Add headers, footers and page numbering
- Enhance documents using graphics, shapes and SmartArt

Course Contents

<p>Working with Word</p> <ul style="list-style-type: none"> • Keyboard shortcuts • Dialogue Box Launcher • Hiding the Ribbon • File Formats and Compatibility <p>Line Spacing</p> <ul style="list-style-type: none"> • Changing line spacing • Paragraph alignments and indents • Bullets and Numbering <p>Creating Styles</p> <ul style="list-style-type: none"> • Quick Styles • Creating styles • Applying and modifying styles • Creating and applying a quick style set <p>Headers and Footers</p> <ul style="list-style-type: none"> • Adding headers and footers and page numbering <p>Section Breaks</p> <ul style="list-style-type: none"> • Creating continuous and next page section breaks 	<p>Tables</p> <ul style="list-style-type: none"> • Creating a table • Entering data in a table • Formatting tables • Changing the appearance of the table • Adding borders and shading • Applying a table style • Entering formulae <p>Creating Template Documents</p> <ul style="list-style-type: none"> • Creating a template • Editing and renaming templates <p>Graphics</p> <ul style="list-style-type: none"> • Creating and manipulating shapes • Inserting and editing SmartArt Graphics • Recolour graphics • Using text boxes • Adding captions to pictures and graphics
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Microsoft Word - Advanced (1 Day)

Pre-requisites

Delegates should have basic keyboard and mouse skills and be familiar with working in the Windows environment. A very sound background of Microsoft Word through the attendance of the Microsoft Word Introduction and Intermediate courses or equivalent experience is essential.

Course Objectives

- To create powerful documents through the use of advanced functions
- To improve ease of use and effectiveness
- To understand Word's capabilities

Course Contents

Working with different versions of Word

- Quick Access Toolbar
- File Extensions and types

Working With Long Documents

- Outlining a long document
- Using different views such as full screen reading, and web layout
- Manipulating text in outline view
- Inserting a bookmark and caption
- Inserting a table of contents
- Creating an index
- View Documents Side by Side

Tracking

- Word tracking facility
- Accept and Reject changes
- Protect document

Linking and Copying Between Applications

Mail Merge

- Creating a mail merge document
- Creating a data source file in Word
- Applying queries
- Merging and printing
- Creating mailing labels

Protection

- Password protection
- Document protection

Forms

- Constructing on-line forms
- Inserting and controlling form fields
- Protecting forms

Advanced Table Features

- Converting text
- Updating field codes

Automated Commands

- AutoCorrect
 - Macros
-

Fast Formatting in Word – Half Day

Why should you do this course

Want to save yourself a tonne of time when formatting documents?

How long do you spend messing around with formats to ensure consistency, cutting and pasting to move stuff around, and trying to find where you are in a document so you can edit? This course will give you tips on how to quickly format, move chunks of text around and produce a Table of Contents. Finally, you can spend less time formatting and more time doing the task in hand.

This course is a MUST if you produce large documents, manuals or guides to systems and processes.

- Formatting Shortcuts
- Headings
- Table of Contents
- Navigation Pane
- Using Styles
- Headers and Footers

Microsoft PowerPoint Introduction (1 Day)

Pre-requisites

Delegates should have a basic keyboard and mouse skills and be familiar with working in the Windows environment. Use of another Microsoft Office application would be beneficial.

Course Objectives

- Create and edit an existing presentation.
- Add new slides and change the slide layout
- Enhance the look of the presentation using a colours and themes
- Review the final presentation and be able to print relevant slides
- Gain tips for improving the content and design of slides

Course Contents

Getting Started with PowerPoint

- The PowerPoint Screen
- Microsoft Office Button
- Using the Ribbon, Tabs, Groups and Commands
- Navigating through slides
- Saving and closing a presentation
- Opening an existing presentation
- Saving a presentation as an earlier format

Creating a Presentation

- Entering Text
- Selecting text using placeholders
- Using slide layouts
- Improving slide content

Formatting & Editing

- Applying colour and a Slide Theme
- Working with different fonts
- Working with bullets
- Inserting, moving and deleting graphics and objects
- Inserting, moving and editing a text box

Viewing the Presentation

- Inserting and deleting slides
- Changing slide order
- Working in different views
- Adding notes to the presentation

Working with Slide Objects

- Creating and editing Charts
- Inserting and editing SmartArt Graphics (eg organisation charts)
- Insert a Word Table

Reviewing the Presentation

- Using the Spelling and Grammar Check
- Researching words or phrases from the presentation
- Using the Thesaurus
- Translating words or phrases

Preparing the Slide Shows

- Inserting headers/footers and slide numbers
- Adding transitions between slides
- Adding animation

Running your presentation

- Running a slide show
- Navigating through a presentation
- Ending a show

Printing

- Printing slides, handouts and notes pages
 - Changing slide orientation
-

Microsoft Powerpoint - Advanced (1 Day)

Pre-requisites

Delegates should have keyboard and mouse skills and be familiar with working in the Windows environment. A very sound background of Microsoft PowerPoint through the attendance of the Microsoft PowerPoint Introduction/Intermediate courses or equivalent experience is essential.

Course Objectives

- To create powerful documents through the use of advanced functions
- To improve ease of use and effectiveness
- To understand PowerPoint's capabilities

This course is designed for the experienced user who wants to develop their understanding of advanced features. PowerPoint advanced reflects the knowledge of those tools that improve ease of use as well as the effectiveness of the user.

Course Contents

Creating Templates and Slide Masters

- Using the Slide Master
- Notes and Handout Master
- Creating a template
- Editing a template

Graphics & Film Clips

- Inserting logos & designs
- Inserting graphics
- Creating a Photo Album
- Including Movies and Sounds
- Arranging, grouping and layering graphics
- Drawing tools, cropping graphics
- Add effects to pictures

Working with multiple presentations and files

- Insert/Re-use slides from other presentations
- Moving text and objects between presentations
- Using paste special
- Linking using Hyperlinks and Action Buttons
- Package file to CD
- Custom Shows

Customising Powerpoint

- Keyboard Shortcuts and the ALT key
- Customising the Quick Access Toolbar

Advanced Formatting

- Replacing fonts
- Changing the slide background
- Formatting bullets with symbols
- Find and replace

Slide Shows

- Rehearsals and timings
- Screen pointer options
- Hiding slides
- Custom Animation

Perfecting Your Presentation

- Impact of colour
 - Subject impact
 - Timing
 - Tips and tricks to ensure presentation success.
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Make your Inbox Smarter – Working with Outlook (half day)

In this session you will be able to

In this session you will learn some top tips for organising and housekeeping your inbox,

Why you need to attend?

Many of us use Outlook on a day to day basis with the inbox being the first thing we open when we start work in the morning. This course will show you many of the features that can help you use Outlook more productively including creating templates for repetitive emails, organising your inbox with Quick Steps and Rules, and creating Polls. We will also cover how to reduce the notifications and interruptions allowing you to focus more on the task in hand rather than incoming email.

What will you learn?

- How to control Outlook Notifications
- Using Quick Steps and Rules to deal with Mail
- Working with categories to organise mail
- Flags and To Do
- Shortcuts and tips
- How to group, and filter mail
- Using templates and polls
- Favourites
- @Mentions in Outlook
- How to create a distribution list or contact group
- Calendar hints and tips

Microsoft Outlook (1 Day)

In this session you will be able to

To be able to make effective use of Outlook.

Learning how to integrate all the messaging, planning, scheduling, organisation and management tools into one simple and flexible system.

Course Content

The Inbox Folder

- Creating a mail
- Addressing a mail
- Spellchecking and formatting
- Sending & receiving mail
- Replying/forwarding
- Additional mail features
- Out of Office Assistant (only available on Exchange Server)
- Rules for incoming mail
- Address books, global address lists & distribution lists

The Contacts Folder

- Adding a contact
- Integration with other Outlook features
- Amending/deleting a contact

The Calendar Folder

- Viewing the calendar screen
- Creating appointments and setting reminders

- Duplicating appointments & recurring appointments
- Amending/deleting appointments
- Rescheduling/adjusting duration
- Creating an event or a meeting

The Task Folder

- Viewing the Task screen
- Creating a task and amending a task
- Recurrent tasks
- Deleting / amending a task or recurrent tasks
- Integrating the task list with other Outlook features

The Journal Folder

- Overview of main functions

The Notes Folder

- Creating a note
 - Amending/deleting notes
-

Microsoft Sharepoint and Teams (Half Day)

Pre-requisites

Delegates will need an Office 365 for Business Account, and access to the Teams App.

Course Objectives

- To understand Sharepoint as an End User
 - To work with files in Sharepoint
 - To be able to use Teams and Planner
-

Sharepoint

- Autosave
- Using and Navigating Sharepoint
- Check in/Check Out Files
- Using Sharepoint/One Drive
- Best practice for using Word/Excel/Powerpoint within Sharepoint

Planner

- Using planner within Sharepoint/Teams
- Creating tasks
- Assigning tasks
- Creating a Task List

Teams

- Conversations
 - Creating a team
 - Channels
 - Downloading the app
 - Messaging
 - Video or Audio Calls
 - Recording a meeting
 - Private meetings
 - @mentioning someone
 - Add emoji, meme or GIFs
 - Working and collaborating with files
 - Searching
 - Arranging your Teams and Favourites
 - Adding Apps and tabs
-

Microsoft Office Power Up - 2 Day

Pre-requisites

Delegates should have good general IT skills.

Course Objectives

- To use be able to analyse data and produce reports using Excel
- To use the advanced features in word to produce high quality reports
- To produce high quality presentations
- To understand and use email within a business environment

Excel

- Recap and practice on formula
- Pivot Tables
- Vlookups
- Power Query
- Array Functions

Word

- Formatting Shortcuts
- Styles
- Tables of contents
- Outline view
- Quick parts

Powerpoint

- Working with graphics and pictures
- Slide Masters and Layouts
- Manipulating and Editing presentations
- Animation techniques
- Shortcuts

Outlook

- Calendar
 - Maintaining an organised inbox
 - Groups and teams
 - Shortcuts
-

Microsoft Visio - Introduction (1 Day)

Pre-requisites

Delegates should be confident in working with the Windows environment.

Course Objectives

After completing this course you will know how to:

- Create drawings
- Manipulate stencils
- Select, scale and resize objects
- Plan flowcharts
- Use formatting options
- Create background pages
- Use other drawing types

Course Contents

The Visio environment

- Visio basics
- Navigating in Visio
- Using windows and stencils
- Manipulating objects

Shapes

- Master Shapes
- Using ShapeSheets and Templates
- Using Shape Search
- Grids, guides and rulers
- Pasteboard

Fine-Tuning your Drawing

- Planning your diagram
- Alignment and distribution
- Creating Line Jumps
- Lay Out Shapes
- Dynamic Fields
- Creating a basic diagram
- Working with text

Formatting drawings

- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

Working with pages

- Creating and setting up a drawing
- Foreground and background pages
- Insert and deleting pages
- Working with links
- Printing diagrams

Network and brainstorming diagrams

- Network diagramming
- Rack diagrams
- Brainstorming diagrams

Introduction to advanced features

- Custom properties
 - Working with organization charts
-

Microsoft Access - Introduction (1 Day)

Pre-requisites

Delegates should be competent using the keyboard and mouse, and be familiar with working in the Windows environment. Use of another Microsoft Office application, preferably Excel, would be beneficial.

Course Objectives

- To understand basic database terms and concepts
- To store and work with data
- To ask questions of your data
- To create reports from your data

Course Contents

Introduction to Databases

- What is a Database?
- Terminology
- Moving from Excel

Getting Started with Access

- Running Access
- Creating a New Database
- The Database Window
- Access Objects

Creating Tables

- What is a Table?
- Creating Fields and setting Properties
- Importing a Table
- Table Templates

Working with Data

- Viewing, Entering, Modifying and Deleting data
- Navigating around Data
- Sorting Data
- Searching and Filtering Data

Creating Queries

- What is a Query?
- Choosing Fields
- Entering Criteria
- Creating Calculations
- Finding Top Values
- Grouping and Totalling
- Running a Query

Creating Forms

- What is a Form?
- Using AutoForm
- Modifying the appearance of a Form
- Using a Form

Creating a Report

- What is a Report?
 - Using a Report Wizard
 - Modifying the appearance of a Report
 - Previewing and Printing a Report
-

Microsoft Access - Intermediate (1 Day)

Pre-requisites

Delegates should have basic keyboard and mouse skills and be familiar with working in the Windows environment. Attendance of the Microsoft Access Introduction course or thorough equivalent experience is essential.

Course Objectives

- To understand relational database concepts and build a relational database
- To ask complex questions of your data
- To utilise Word and Excel when working with data
- To simplify tasks for other users of your database

Course Contents

Table Design

- What is an Index?
- Relationships explained

Creating a Multiple Table Database

- Setting Relationships
- Enforcing Referential Integrity

More on Queries

- Multiple Table Queries
- Finding Unmatched Records
- Parameter Queries
- Cross Tabulations
- Analysing/Integrating with Excel

Action Queries

- What are Action Queries?
- Update Queries
- Make Table Queries
- Append Queries
- Delete Queries

More on Forms

- Using the Form Wizards
- Main Forms with Sub Forms
- Linked Forms
- Placing Buttons on Forms (see *An Introduction to Macros* below)

More on Reports

- Grouped Reports
- Detail and Summary Reports
- Publishing a Report with Microsoft Word
- Creating Mailing Labels

An Introduction to Macros

- What is a Macro?
 - Creating a simple Macro
 - Attaching Macros to Buttons on Forms
-