City of Minneapolis Workplace Productivity Series: Office 2016

Whether you are new to Office 2016 or need a refresher, the new Office 2016 Workplace Productivity classes are designed to get you right to the topics that matter to you. We have taken the most important topics/tasks required in your everyday life at work and broken them into a series of ½ day productivity sessions (except for PowerPoint, which are full day sessions).

*Click on any class title to see more details (description and topics covered).*

**ACCESS 2016**

Microsoft Access is a versatile tool that can help you collect and manage large amounts of data. You can use it as a personal data management tool (for your use alone) or you can use it as a construction set to develop applications for an entire department or organization.

**Novice**
- Access 2016 - Building Tables

**Intermediate**
- Access 2016 - Building Forms and Reports
- Access 2016 – Querying

**Advanced**
- Access 2016 - Sharing Data Across Applications and Utilizing Macros
- Access 2016 - Distributing and Securing a Database

**EXCEL 2016**

Microsoft Excel is an electronic spreadsheet application that helps sort data, arrange data easily, and calculate numerical data. What makes Excel unique is its ability to calculate values using mathematical formulas and the data in cells.

**Novice**
- Excel 2016 - BASICS: Everything You Need to Get Started
- Excel 2016 – Formatting, Printing, and Managing Workbooks

**Intermediate**
- Excel 2016 – Functions, Formulas, Sorting, Filtering, and Querying
- Excel 2016 – Tables, Charts, and Conditional Formatting

**Advanced**
- Excel 2016 – Pivot Table Basics
- Excel 2016 – 3-Dimensional Cell Referencing and VLookup
- Excel 2016 – Workbook Protection, and Automation with Macros (future)
ONENOTE 2016
In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft OneNote provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure. This course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs.

Novice
• OneNote 2016

OUTLOOK 2016
Millions of people use Microsoft Outlook to manage their email and calendar, at work and at home. That’s a testament to its usefulness – but the truth is that few of us really know how to make the most of its features. Learning a few simple tricks can save you time, help you work more efficiently and synchronize home and work life.

Novice
• Outlook 2016 - BASICS: Everything You Need to Get Started

Intermediate
• Outlook 2016 – Managing & Organizing Messages Plus More Calendar

POWERPOINT 2016
Whether you need a few slides to share with colleagues or an award-winning presentation to persuade a group, you need to maximize the impact of your message. Microsoft PowerPoint delivers easy-to-use features you need to create great-looking presentations and express yourself with power—without having the skills of a professional designer.

Novice
• PowerPoint 2016 – Part 1 (Full Day Course)

Intermediate
• PowerPoint 2016 – Part 2 (Full Day Course)

WORD 2016
Microsoft Word is a popular word processing application used for creating, storing, and printing textual documents such as newsletters, manuals, and memos.

Novice
• Word 2016 - Getting Started with Word
• Word 2016 - Tables, Graphics, and Page Appearance

Intermediate
• Word 2016 - Advanced Tables, Charts and Formatting
• Word 2016 - Document Workflow and Long Document Management

Advanced
• Word 2016 - Manipulating Images, Using Custom Graphics, and Document Collaboration
Access 2016 - Building Tables

Description: A comprehensive introduction to database table principals and the design rationale needed to create a relational database with Microsoft Access. This is a beginner’s course and focuses on building a simple database table structure from scratch and analyzing the importance of data input validation and the one-to-many relationship.

Topics include:
1) Orientation to MS Access
2) Creating a Simple Access Database
3) Getting Help and Configuration Options in MS Access
4) Modifying Table Data
5) Sorting and Filtering Records
6) Relational Database Design
7) Creating a Table
8) Creating a Table Relationship
9) Using Field Validation

Access 2016 - Building Forms and Reports

Description: Armed with a good introductory understanding of table design and data entry from the Building tables class, this class is designed to explore the importance of populating data tables with the form object, as well as to utilize the report object to deliver professional looking print-outs.

Prerequisites: Prefer completion of Access 2016 - Building Tables, as well as a basic understanding of database querying techniques.

Topics include:
1) Creating Basic Access Forms
2) Working with Data on Access Forms
3) Creating a Report
4) Adding Controls to a Report
5) Enhancing the Appearance of a Report
6) Preparing a Report for Print
7) Organizing Report Information
8) Formatting a Report

Access 2016 – Querying

Description: All about querying the relational database model of Microsoft Access. This is an “all-in-one” class that explores not only the standard select query, but also looks at the world of action querying, enabling the user to affect real changes in specific table data through the query object.
Prerequisites: Must have a good working understanding of relational databases. Prefer completion Access 2016 - Building Tables.

Topics include:
1) Creating Basic Queries
2) Sorting and Filtering a Query
3) Performing Calculations Within Queries
4) Creating Parameter Queries
5) Creating Action Queries
6) Normalizing Data
7) Creating Junction Tables

Access 2016 - Sharing Data Across Applications and Utilizing Macros

Description: Access databases work quite well in conjunction with other popular data building and retrieving applications. In this class we examine the techniques used to connect Access with those other programs. We also introduce the use of macros to automate daily workflow, as well as validating data entry.

Prerequisites: Completion of Access 2016 - Building Tables; completion of Access 2016 - Building Forms and Reports; AND completion of Access 2016 - Querying; OR an intermediate to advanced level of experience using Access databases.

Topics include:
1) Importing Data in to Access
2) Exporting Access Data
3) Linking Tables to External Data Sources
4) Creating Access Macros
5) Restrict Records by Using a Condition
6) Validate Data by Using a Macro
7) Automate Data Entry by Using a Macro.

Access 2016 - Distributing and Securing a Database

Description: Nearing the finish line with the design and construction of your database? Perhaps your current database has outgrown its former usefulness and needs to be upscaled to enable multiple user access. In this class we look at “locking down the controls” and creating security features in Access. We also explore the process of splitting your database into a front-end and back-end environment to facilitate smoother, more efficient operation and end data bottlenecks.

Prerequisites: Completion of Access 2016 - Building Tables; completion of Access 2016 - Building Forms and Reports; AND completion of Access 2016 - Querying; OR an intermediate to advanced level of experience using Access databases.

Topics include:
1) Managing a database
2) Documenting a Database
3) Splitting a Database for Multiple user Access
4) Implementing Security
5) Converting Your Database to an ACCDE File.

Excel 2016 - BASICS: Everything You Need to Get Started

Description: Learn the essential techniques necessary to eventually master one of the most used and most powerful spreadsheet applications in the world. The key to learning Microsoft Excel is to build a strong foundation. Taking this course is an excellent start

Topics include:

1) Navigating the Excel User Interface
2) Using Excel Commands
3) Creating and Saving a Basic Workbook
4) Creating worksheet formulas
5) Inserting functions
6) Inserting, Deleting, and Adjusting Cells, Columns and Rows
7) Searching for and replacing data.

Excel 2016 – Formatting, Printing, and Managing Workbooks

Description: This course helps make sense of the many options available to make your Excel workbook more functional and more appealing to the eye. An introduction to printing options is also included, as well as helpful hints to display just the right views necessary to clearly complete your project.

Prerequisites: Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

Topics include:

1) Applying text formats
2) Applying Number Formats
3) Aligning Cell Contents
4) Applying Styles and Themes
5) Applying Basic Conditional Formatting
6) Creating and Using Templates
7) Previewing and Printing a Workbook
8) Managing Worksheets
9) Managing Worksheet and Workbook Views
10) What’s New Topic: Accelerating Data Entry with Flash Fill

Excel 2016 – Functions, Formulas, Sorting, Filtering, and Querying

Description: An informative exploration of the many functions and formulas available to MS Excel users. We’ll also learn about time effective methods for extracting summary data, such as database functions, outlining and subtotaling.

Prerequisites: Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

Topics include:
1) Working with Ranges
2) Using Specialized Functions
3) Working with Logical Functions
4) Working with Date/Time Functions
5) Working with Text Functions
6) Sorting Data
7) Filtering Data
8) Querying Data with Database Functions
9) Outlining and Subtotaling Data
10) What’s New Topic: Accelerating Data Entry with Flash Fill and Analyzing Data

Excel 2016 – Tables, Charts, and Conditional Formatting

Description: Learn how to use MS Excel’s IF function to aid you in the data formatting process. We also examine defining data ranges as tables to streamline construction and more fully utilize MS Excel’s sorting and filtering tools.

Prerequisites: Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

Topics include:
1) Creating and Modifying Tables
2) Applying Intermediate Conditional Formatting
3) Applying Advanced Conditional Formatting
4) Creating Charts
5) Modifying and Formatting Charts
6) Using Advanced Chart Features
7) What’s New Topic: Incorporating Charts

Excel 2016 – Pivot Table Basics

Description: More and more, there is a need to analyze data in more complex and sophisticated ways. MS Excel’s pivot table tools enable the user to re-represent existing data in a separate environment, making it easier to experiment, summarize and stack data elements without fear of harming already existing raw data. Learn the very basics
of this topic and explore for yourself how useful pivot tables and pivot charts could be to your current project(s).

**Prerequisites:** Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

**Topics include:**
1) Creating a Pivot Table
2) Analyzing Pivot Table Data
3) Presenting Data with Pivot Charts
4) Filtering Data by Using Timelines and Slicers

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**Excel 2016 – 3-Dimensional Cell Referencing and VLookup**

**Description:** Explore two of the most popular and most requested topics in MS Excel: 3-D referencing, and the VLOOKUP function. These two powerful tools will strengthen your marketability as a spreadsheet developer in a big way. It all starts with hands-on practice and repetition.

**Prerequisites:** Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

**Topics include:**
1) Using Links and External References
2) Using 3-D Referencing
3) Consolidating Data
4) Using Lookup Functions
5) Tracing Cells
6) Watching and Evaluating Formulas

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**Excel 2016 – Workbook Protection, and Automation with Macros**

**Description:** Learn methods of protecting your completed workbook project from intentional or accidental damage, potentially saving you hours of frustration recreating difficult formulas or important data elements. We’ll also show you ways to help automate long, “multi-click” procedures by storing the steps and tying them to a single command button or hotkey combination, saving you major time and effort.

**Prerequisites:** Must have a good working understanding of MS Excel, either through experience, or completion of Excel 2016 BASICS.

**Topics include:**
1) Collaborating on a Workbook
2) Protecting Worksheets and Workbooks
3) Applying Data Validation
4) Searching for Invalid Data and Formulas with Errors
5) Working with Macros.
OneNote 2016

Description: This course will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs.

Topics include:
1) Navigate the OneNote 2016 Environment
2) Use Templates
3) Apply Formatting
4) Insert Image and Audio
5) Add Quick Notes and Links
6) Attach Other File Types
7) Using Tags
8) Organize and Search Notebooks
9) Configure Password Protection
10) Export Content
11) Share OneNote Content

Outlook 2016 - BASICS: Everything You Need to Get Started

Description: This course will provide you with the basic skills you need to start using Outlook 2016 to send, receive, and manage email messages. This course sets you up perfect for the rest of productivity series.

Topics include:
1) Getting Started with Outlook 2016
2) Formatting Messages
3) Working with Attachments
4) Working with the Calendar

Outlook 2016 – Managing & Organizing Messages Plus More Calendar

Description: This course helps you get your Outlook organized and points out what is new in Outlook 2106 and Calendar topics with some collaboration tips.

Prerequisites: Must have a good working understanding of Outlook.

Topics include:
1) Customizing Message Options
2) Organizing Messages
3) Managing Your Contacts
4) More with Calendar and What’s New in 2016
5) Working with Tasks and Notes

PowerPoint 2016 – Part 1 (Full Day Course)

Description: This course will provide you with the basic skills you need to create and deliver engaging multimedia presentations that convey the key points of your message using text, graphics, and animations.

Topics include:
PowerPoint 2016 – Part 2 (Full Day Course)

**Description:** This course will provide you with the skills you need to customize PowerPoint, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

**Prerequisites:** Must have a good working understanding of PowerPoint, either through experience, or completion of PowerPoint – Part 1.

**Topics include:**

1) Modifying the PowerPoint Environment
2) Customizing Design Templates
3) Adding SmartArt and Math Equations to a Presentation
4) Working with Media and Animations
5) Collaborating on a Presentation
6) Customizing a Slide Show
7) Securing and Distributing a Presentation

Word 2016 - Getting Started with Word

**Description:** Get started with an introductory look at the largest, most popular word processing program in the world. We begin with an examination of creating, editing (including selection techniques), formatting and aligning text.

**Topics include:**

1) Navigating in MS Word
2) Creating and Saving Word Documents
3) Managing Your Workspace
4) Editing Documents
5) Previewing and Printing Documents
6) Applying Character Formatting
7) Controlling Paragraph Layouts
8) Aligning Text Using Tabs
9) Displaying Text in Bulleted or Numbered Lists
10) Applying Borders and Shading
11) What’s New Topics: Editing a PDF
Word 2016 - Tables, Graphics, and Page Appearance

**Description:** Now that you understand the basics of creating, editing formatting and aligning text in a word processing environment, we move forward into more advanced concepts in Word.

**Prerequisites:** Prefer completion of Word 2016 - Getting Started with Word, or actual experience using Word.

**Topics include:**
1) Making Repetitive Edits
2) Applying Repetitive Formatting
3) Using Styles to Streamline Repetitive Formatting Tasks
4) Sorting a List
5) Formatting a List
6) Inserting a Table
7) Modifying a Table
8) Formatting a Table
9) Converting Text to a Table
10) Inserting Symbols and Special Characters
11) Adding Images to a Document
12) Applying a Page Border and Color
13) Adding Headers and Footers
14) Controlling Page Layout
15) Adding a Watermark
16) What’s New Topic: Working with Tables

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Word 2016 - Advanced Tables, Charts and Formatting

**Description:** More hands-on instruction in using tables and charts to analyze data in Word. We’ll continue our discussion of styles and themes, as well as explore templates to automate document formatting.

**Prerequisites:** Must have a good working understanding of word processing. Prefer completion of Word 2016 - Getting Started with Word and Word 2016 - Tables, Graphics and Page Appearance.

**Topics include:**
1) Sorting Table Data
2) Controlling Cell Layout
3) Performing Calculations in a Table
4) Creating Charts
5) Adding Excel Tables to Word Documents
6) Creating and Modifying Text Styles
7) Creating Custom Lists or Table Styles
8) Applying Document Themes
9) Inserting Building Blocks
10) Creating and modifying Building Blocks
11) Inserting Fields Using Building Blocks
12) Creating a Document Using a Template
13) Creating and Modifying a Document Using a Template
14) Managing Templates Using a Template Organizer

**Word 2016 - Document Workflow and Long Document Management**

**Description:** Many documents require special formatting that will enable the author to regulate document text flow and customize appearances. This course explores the usage of page and section breaks, column insertion, mail merge, and insertion of indexes, and tables of contents.

**Prerequisites:** This course requires a thorough working knowledge of word processor programs. Therefore, it is preferred that all students have a minimum knowledge equal to that contained in Word 2016 - Getting Started with Word and Word 2016 - Tables, Graphics and Page Appearance.

**Topics include:**
1) Controlling Paragraph Flow
2) Inserting Section Breaks
3) Inserting Columns
4) Inserting Blank and Cover Pages
5) Inserting an Index
6) Inserting a table of Contents
7) The Mail Merge Feature
8) Merging Envelopes and Labels
9) Creating a Macro


**Description:** An investigation into Word’s ever-growing image manipulation tools. Especially recommended for those who are asked to perform tasks that border on desktop publishing

**Prerequisites:** It is preferred that all students have a minimum knowledge equal to that contained in Word 2016 - Getting Started with Word and Word 2016 - Tables, Graphics and Page Appearance.
Topics include:

1) Integrating Pictures and Text
2) Adjusting Image Appearance
3) Inserting Other Media Elements
4) Creating Text Boxes and Pull Quotes
5) Adding Word Art and Other Text Effects
6) Drawing Shapes
7) Creating Complex Illustrations with Smart Art
8) Preparing a Document for Collaboration
9) Marking Up a Document
10) Reviewing Markups;
11) Merging Changes with Other Documents
12) What’s New Topic: Embedding Videos; Automating Tasks by Using Macros