

Title: Microsoft Office Integration



Delivery Method: **Instructor-led Classroom Learning**

Duration: 1.00 Day(s)

Pre-requisite(s)

Word 2003/2007 – Intermediate (or equivalent experience)

Excel 2003/2007 - Intermediate (or equivalent experience)

Overview:

Students will learn integration techniques within Microsoft Office

Outline:

Working with Multiple Windows	Copying/Moving and Pasting across applications
Mail Merge	Creating a mail merge document Creating and editing a data source in Excel Filter and sorting options Using a database source
Integrating Applications	Importing and Exporting Data Linking and Embedding
Incorporating Multimedia	Video Sound Music
Creating Charts	Graphs in Word and Excel Organisation charts Diagram charts
Using Hyperlinks	Using hyperlinks to jump to other applications
Sharing Files	Allowing other users to see and edit your files. Protecting and Reviewing files.
Customising Office	Customising toolbars File locations User information

Next Steps:

Please contact us to discuss bespoke course content.

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