COLLEGE AFRICA GROUP

Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2016 Microsoft Project Essential Course

This comprehensive course covers the fundamental features of Microsoft Project 2016 as well exposing the delegate to some of the functions in Microsoft Project 2016. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Project 2016 skills.

This course will prepare the delegate for more advanced Microsoft Project 2016 courses. The delegate receives a Microsoft Project 2016 manual and an electronic attendance certificate on completion of the Microsoft Project Essentials 2016 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

How to use this manual
Database basics
Running microsoft access
The initial access screen
Opening a database
Working with help
Printing help topics
Exiting help
Screentips
Viewing a table
Moving around within the table
Editing a table
Using autocorrect
Adding words to autocorrect
Removing words from autocorrect
Replacing existing entries
Using the spellchecker
Form vs table view
Opening a form
Switching views
Changing the table image
Sizing the table
Changing column width
Moving a column

TOC Continue….

Hiding columns
Unhiding columns
Freezing columns
Unfreezing columns
Changing the appearance of text
Highlighting text
Changing justification
Indenting paragraphs
Text direction
Creating a numbered list
Changing row height
Formatting the datasheet
Sorting the data
Sorting on multiple fields
Print previewing
Page setup
Changing margins
Changing paper size
Printing the table
Creating a database
Designing a table
Field names
Field types
Field descriptions
Inserting a field
Deleting a field
Changing field size
Viewing the changes
Adding records to the table
Deleting a record
Renaming a database object
Redesigning a table
The table design tools
Filtering records
Viewing all records
Using the selection filter
Creating text and number filters
Using the form filter
Performing quick searches
Working with advanced filters
Removing a filter
Finding data
Creating reports
Using the report wizard
Printing options
Changing margins
Changing paper size
Changing the column layout
Printing the report

OFFSITE, OUR VENUE, prices from R 1995 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

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Create eye-catching, interactive, awesome excel dashboard reports.

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
(Excel Automation)

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
(MS Project)

EBOOKS AND ONLINE TAINING

Excel Essentials 2016 Ebook, workbooks, and solutions.
Excel Intermediate 2016 Ebook, workbooks, and solutions.
Excel Advanced 2016 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

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Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

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