

Microsoft Outlook beginners (1 Full Day)

Outlook Basics

- Understanding Outlook
- Starting Outlook
- Common Outlook Screen Elements
- Going To Outlook Features
- Navigating to Outlook Features
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Exiting Outlook

Sending Email

- Understanding Email
- Email in Outlook
- How Outlook Mail Works
- Composing an Email Message
- Creating a New Message
- Checking the Spelling
- Adding an Attachment to a Message
- Adding Importance
- Requesting Message Receipts
- Sending the Message
- Creating an AutoSignature
- Using an AutoSignature
- Removing an AutoSignature
- Sending a Courtesy Copy
- Sending a Blind Copy

Receiving Email

- Understanding the InBox
- Retrieving Email
- Opening an Outlook Data File
- Adjusting the Message View
- Reading Messages
- Marking Messages as Unread
- Viewing Unread Messages
- Deleting Messages
- Recovering Deleted Messages
- Understanding Message Attachments
- Saving a Message Attachment
- Opening a Message Attachment
- Replying to a Message
- Replying to All Messages
- Replying without the Original Message
- Forwarding Messages

Working with the Calendar

- Accessing the Calendar
- Changing Calendar Views
- Moving to Specific Dates
- Creating a Second Time Zone
- Deleting a Second Time Zone
- Sharing your Calendar
- Viewing Shared Calendars
- Closing & Deleting Shared Calendars
- Creating a New Calendar
- Deleting a Calendar
- Creating a Public Calendar

Appointments & Events

- Using a Specific Calendar
- Scheduling an Appointment
- Scheduling an Appointment from the Menu
- Rescheduling an Appointment to another Day
- Rescheduling an Appointment to another Time
- Creating Recurring Appointments
- Scheduling an Event
- Deleting Appointments & Events
- Organising your Appointments
- Printing your Calendar
- Specifying the Work Week
- Labelling Appointments

Contacts

- Understanding the Contact Card
- Accessing Contacts
- Creating a New Contact Card
- Entering Contact Details
- Adding Contacts to Existing Companies
- Editing Contact Details
- Inserting a Contact Picture
- Deleting an Unwanted Contact
- Recovering a Deleted Contact
- Printing the Contact Listing

Tasks

- Accessing Outlook Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Categorising Tasks
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing a Task List

Microsoft Word beginners (1 full day)

Word Orientation

- Starting Word
- The Word Screen
- Ribbons, Toolbars & Menus
- Using Keyboard Shortcuts
- Using the Ruler
- The Status Bar
- Exiting Word

Working with a Document

- Opening a Document
- Navigating with the Keyboard
- Scrolling through a Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving a Document
- Print Preview
- Printing a Document
- Closing a Document

Creating a Document

- Creating a Blank Document
- Typing Text
- Typing Numbers
- Inserting a Date
- Spelling & Grammar Checking
- Saving a New Document
- Creating a Document Based on a Template

Working with Text

- Selecting Text Using a Mouse
- Selecting Text Using the Keyboard
- Insert & Overtyping Modes
- Deleting Text
- Cutting & Pasting
- Copying & Pasting
- Find & Replace
- Using Undo

Formatting Text

- Quick Alignment
- Bullets & Numbers
- Indents
- Quick Fonts
- Changing the Text Colour
- Using the Format Painter
- Line Spacing
- Paragraph Spacing

Working with Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders

Creating Tables

- Creating a Table
- Adding Data to a Table
- Inserting Columns & Rows
- Deleting Columns & Rows
- Changing Column Widths
- Shading & Colouring Cells
- Modifying Borders
- AutoFormatting a Table

Microsoft Excel beginners (1 full day)

Spreadsheets explained

- What is a spreadsheet?
- Worksheets & workbooks
- Common uses for spreadsheets
- Examples of spreadsheet programmes
- Some Excel facts

Planning

- Plan your Excel workbook

Finding your way around Excel

- Common Excel terms
- Open Excel
- Ribbons, toolbars and menus
- Common shortcut keys
- Save your workbook
- Close your workbook

Workbooks & worksheets

- Set workbook defaults
- Insert worksheets
- Move & copy worksheets
- Name worksheets
- Delete worksheets
- Insert & delete rows & columns
- Hide & unhide rows & columns
- View worksheets

Working with data in Excel

- Enter data in a cell
- Edit data in the formula bar
- Select cells
- Enter a range of data
- Use autofill and custom lists
- Copy and move data
- Undo & redo
- Delete & clear
- Find & replace

Formulas & Functions

- Formulas
- Relative cell referencing
- The SUM function
- The AVERAGE function
- The MAX & MIN functions
- Operators

Formatting in Excel

- Number format
- Alignment
- Font format
- Borders
- Patterns & shading
- Protect your data
- Adjust rows & columns
- The format painter

Printing & page setup

- Print preview
- Page setup
- Page margins
- Headers & Footers
- Print gridlines
- Repeat headings

Charts & graphs

- Create a chart
- Change the Chart Type
- Modify a Chart

MYOB Accounting (2 full days)

Bookkeeping basics

- Profit and Loss
- Balance sheet
- Debits and Credits

Using MYOB

- MYOB accounting products
- Navigating around MYOB
- Company information
- MYOB settings

Accounts list

- Understanding the accounts list
- Adding new accounts
- Editing accounts
- Deleting / de-activating accounts
- Linked accounts

Tax codes

- Understanding tax codes
- Adding new tax codes
- Deleting tax codes

Card files

- Customer card files
- Supplier card files

Purchases

- Enter Bill or Spend Money?
- Entering cash purchases
- Entering credit purchases
- Using the Purchases Register
- Using the To Do List
- Payables report
- Paying suppliers
- Viewing the Bank Register

Sales

- Enter Sales or Receive money
- Entering cash sales
- Entering credit sales
- Using headers and subtotals
- Using the Sales Register
- Printing customer invoices
- Using the To Do List
- Receivables report
- Printing customer statements
- Receiving customer payments
- Printing customer receipts
- Viewing the Bank Register

Banking

- Preparing a bank deposit
- Reconciling the bank account
- Using the Bank entry screen
- Reconciling the credit card
- Setting up a Petty Cash system
- Reconciling the petty cash

BAS

- Setting up the BAS
- GST reports
- Reconciling control accounts
- Checking transactions
- Completing the BAS
- Printing the BAS
- Entering the ATO payment / receipt
- Reconciling the GST accounts