



**UNIVERSITY OF GUAM**  
GLOBAL LEARNING AND  
ENGAGEMENT CENTER

**2020**  
**CATALOG**



# **MICROSOFT TRAINING**

# MICROSOFT OFFICE SOFTWARE TRAINING

## Introduction to Technology

This sixteen (16) hour course gives an overview of the basics for Microsoft® windows and Microsoft® office suite: Word, Excel, PowerPoint, and Windows. It covers the most demanded software Suites. On the first day we will quickly orientate and acquaint the student in navigating and browsing. It is a pre-requisite for those who have never used a computer before. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Familiarize yourself with the computer system and functions.
- Apply basic features of word processing.
- Apply practical excel spreadsheet applications and application linking
- Understand and complete basic spreadsheet tasks
- Design simple applications and write simple functions
- Design basic presentation, choose templates and create new slides.
- Add text to a slide, move text, change text to color
- Insert image into a slide

**Cost: \$420 CEU's are optional (\$22)**

## Introduction to Computers

This four-hour course is designed to familiarize students with the computer system and functions. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Use basic software terms, hard drive and downloading definitions, input and output device, CD rom applications and linking processes.
- Understand simple computer tasks, learn simple applications and functions.
- Students will have access to a lab workstation to follow along with the instructor’s guidance and complete the practice labs

**Cost: \$120 CEU's are optional (\$22)**

## Introduction to Microsoft Excel

This four–hour course is designed to familiarize students with the basic features of electronic spreadsheet software. Topics will include types of software, exposure to spreadsheet software besides Excel, Integrated versus Suite Software, MS Excel User Interface, Spreadsheet Design, Appearance, and Charts. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Create spreadsheet software versions, user interface
- Apply practical spreadsheet applications and application linking
- Understand and complete basic spreadsheet tasks
- Design simple applications and write simple functions

**Cost: \$120 CEU's are optional (\$22)**

## Introduction to Microsoft PowerPoint

This four-hour course is designed to familiarize students with the basic features of presentation software. Students will review other types of presentation software, review MS PowerPoint User Interface, Slide Layout options, Slide formatting, and customization. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Use presentation software, user interface, basic presentation guidelines, and multimedia content.
- Understand and create a basic presentation using various slide layouts, chart animation, chart transitions, and chart timing.
- Choose templates and create new slides
- Add, move and change texts styles
- Insert image into a slide
- Animate text
- Slide show options

**Cost: \$120 CEU's are optional (\$22)**

## Introduction to Microsoft Access

This four-hour course is designed to familiarize students with the basic features of database software. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs. The practice lab is designed to teach students the fundamentals of using a database and introduce a broad range of database theories and methodologies.

### Learn how to:

- Use database software, user interface, practical database applications and database fundamentals.
- Understand and create a basic database file to include tables, queries, and form a report.
- Learn database structures, queries and relationships.
- Create database using wizard
- Create a table from scratch in design view

How to link multiple tables together

**Cost: \$120 CEU's are optional (\$22)**

## Excel for Business

This four-hour course is designed as a four hour class where the student will learn to apply MS Excel towards the business environment. The student will be exposed to several common business type worksheets and be shown how MS Excel may improve their office productivity.

### Learn how to:

- Create complex formulas using PMT( ), CUMIPMT( ), TABLE( ), VLOOKUP( )
- Format text and numbers
- Effectively maneuver around Excel
- Understand how to manage Excel databases

**Cost: \$120 CEU's are optional (\$22)**

## Intermediate Microsoft Access

This is an eight-hour course designed for students who have completed an introductory course in MS Access (or have equivalent experience) and are proficient with basic database tasks such as creating and modifying tables, simple forms, and reports. This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Create a simple database application that uses a variety of forms to control data input and output.
- Cover Operators, Functions, and Expressions
- Relations and Joins in queries
- Complex Criteria Select queries
- Understanding controls and properties in forms
- Creating and Modifying data-entry forms
- Using data validation
- Creating and customizing reports

**Cost: \$170 CEU's are optional (\$22)**

## Intermediate Microsoft Excel

This is an eight hour course designed for students who have completed an introductory course in MS Excel (or have equivalent experience) and are proficient with basic electronic spreadsheet tasks such as formatting cells, using built-in functions, simple formulas, creating charts and spreadsheet design (layout). This is a “hands-on” course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Use complex built-I functions (mega formulas)
- Cover data analysis with pivot tables, customizing charts, and linking worksheets
- Data forms and data entry
- Importing and Exporting data
- Using Pivot tables and custom charts
- Work with Nested formulas and Create simple macros
- Data Analysis using Goal Seek and Solve
- Creating and Using templates

**Cost: \$170 CEU's are optional (\$22)**

## Intermediate Microsoft Word

This is an eight hour course designed to enhance a student’s basic understanding of word processing by introducing and using features such as templates, text styles, and macros. Efficient word processing is the goal of this course. Students can expect to become more proficient in using certain MS Word features and discover practical uses. This is a “hands-on” course, the instructor will demonstrate a variety of tasks through a series of practice labs.

### Learn how to:

- Create and use templates, review benefits
- Merge files and link with other MS Applications
- Use of Graphic and Tables

- File collaboration and customize your own charts
- Create and apply Text styles
- Use of Macro recording
- Introduce Master and Sub-documents

**Cost: \$170 CEU's are optional (\$22)**

### Intermediate Microsoft PowerPoint

This eight-hour course is designed to further students' basic knowledge of presentation software. A variety of topics such as customization, Object Linking and Embedding, Slide Template, slideshows and macros will be discussed and demonstrated. Students can expect to enhance existing presentations using variety of graphic and presentation techniques. This is a "hands-on" course, the Instructor will demonstrate a variety of tasks through a series of practice labs.

#### Learn how to:

- Customize your own Toolbars
- View and Edit slide masters
- Cover other slide features
- Understand charts and animation
- Record and use macros

**Cost: \$170 CEU's are optional (\$22)**

### Advanced Microsoft Excel

This is an eight hour course designed for students who have completed an Intermediate MS Excel (or have equivalent experience) and are proficient with all electronic spreadsheet tasks. It will cover some of the more advanced features of the program. Find out what Excel can do for you and more.

#### Learn how to:

- Use Excel to manage a database
- Create Advanced charts
- Use some of the advances functions in Excel to record macros
- Range names and absolute references
- IF and Look-up functions
- Learn Number formatting and styles

Create scenarios and learn different techniques

**Cost: \$170 CEU's are optional (\$22)**

### QuickBooks Pro

This is an eight hour course designed for students who want to manage their small business accounting more effectively.

#### Learn how to:

- Set up Company data entries
- Set up Income Accounts
- Set up Expense Accounts, Items, Vendors, Customers
- Learn to enter bills and create invoices
- Understand bank reconciliation
- Prepare basic reports

**Cost: \$170 CEU's are optional (\$22)**

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