



4D Group

## **Office Interactivity**

### **Who would benefit?**

This course is for those who wish to understand how to benefit from having Word, Excel, PowerPoint and Access on the desktop and is for those who already have a working knowledge of the software.

### **Objective**

To provide an understanding of the relationship between the components of Microsoft Office and how to gain efficiency by exploiting the linking facilities available.

### **Content**

Good practices to maximise efficiency.

Create a basic customer database table and AutoForm other objects.

Retrieve Excel data and filter, sub-total and create Pivot Tables, then create a chart from the results.

Use Excel data and link to a graph slide within PowerPoint.

Use the slideshow facility in PowerPoint

Use the Pivot Table and chart and include in a customer analysis report.

Prepare a query in Access to feed a mail merge to all customers inviting them to the PowerPoint presentation.

### **Duration**

One day