



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