Microsoft Office Courses

Courses are two-day classes and version 2010 (unless otherwise noted).
Courses are available in version 2013/365 if requested.

Course Name	Course Number	Description
Outlook Module I (one day)	**MDTOUT110**	This course covers how to send and reply to email, set email options, use attachments and folders, organize messages, customize the Inbox, use stationery, signatures and address book.
Outlook Module II (one day)	**MDTOUT210**	This course covers the use of the calendar, tasks, notes, contacts, sharing calendars and other folders, archiving and deleting objects.
Word Module I	**MDTWO110**	Word 2010 is the word processing application in Microsoft Office. This training covers basic document creation tasks in Word such as creating, saving, opening and closing documents; formatting text, controlling AutoCorrect, using Help, Spell and Grammar Check. It also covers printing documents, formatting paragraphs, copying and moving text, setting margins and adding page numbers.
Word Module II	**MDTWO210**	This training builds upon the skills learned in the Module I course and covers using borders and shading, adding graphics, creating and applying styles, setting custom tabs, creating tables, headers and footers, mail merge, and creating templates.
Word Module III	**MDTWO310**	This course continues to build upon the skills learned in Module II and covers linking, SmartArt (charts and diagrams), fields, advanced mail merge, advanced styles, symbols, footnotes, tracking revisions, and macros.
Word Module IV	**MDTWO410**	This course continues to build upon the skills learned in Module III and covers outlining, section breaks, formatting long documents (master documents), inserting a table of contents, an index, captions, and a table of figures, using bookmarks, creating a brochure, calendar, and forms in Word.
Excel Module I	**MDTEX110**	Excel 2010 is the spreadsheet program in Microsoft Office. This beginner's course covers basic tasks such as creating and saving workbooks, entering data and simple formulas and functions, AutoSum, formatting cells, working with columns and rows, using

		page setup and printing a worksheet, creating charts.
Excel Module II	**MDTEX210**	This course build upon the skills learned in Module I and covers using graphics, creating a web page, naming ranges, outlining, absolute references, more functions including date and statistical, IF and PMT functions, using multiple worksheets, linking worksheets, and linking between Word and Excel.
Excel Module III	**MDTEX310**	This course continues to build upon the skills learned in Module II and covers Goal Seek and Data Table commands, protecting a worksheet, creating macros, custom formats, conditional formatting, filtering tables, subtotals, data validation, VLOOKUP/SUMIF/COUNTIF functions, nested functions, Pivot Tables and Pivot Charts, database functions and advanced filters.
Access Module I	**MDTACC110**	Access 2010 is the database program in Microsoft Office. This beginner's course covers basic tasks such as creating tables, queries, basic forms and reports, filtering and calculating with a query, parameter queries, importing and linking data, creating relationships.
Access Module II	**MDTACC210**	This course builds upon the skills learned in Module I and covers the Expression Builder, multi-source queries, forms and reports in Design view, action queries, option groups/subforms/combo boxes, creating a calculated control in a report.
Access Module III	**MDTACC310**	This course continues to build upon the skills learned in Module II and covers macros, event properties, creating a switchboard, database security tools, splitting a database, exporting data, linking, creating a web page.
PowerPoint Module I	**MDTPPT110**	PowerPoint 2010 is the graphics/slide show application in Microsoft Office. This beginner's course covers creating slides, applying designs and customizing the background, adding transitions, using notes pages, handouts, tables, and manipulating graphic objects.
PowerPoint Module II	**MDTPPT210**	This course builds upon the skills learned in Module I and covers diagrams and charts, organization charts, Master Views, custom templates, hyperlinks, creating a web-based presentation, slide animation, movies, and sounds, setting options.
Project Level I	**MDTPRO110**	Project 2010 helps manage a real-world project by displaying the timeline, task list, and resources to complete each task. This beginner's course covers how to create a project plan with a task

		list, enter task duration estimates, change the calendar, link tasks, enter resources and assign them to tasks, create a baseline plan, view the critical path, and create reports.
Project Level II	**MDTPRO210**	This course builds upon the skills learned in Level I and covers importing and exporting, saving a project as a web page, working with task completion and progress, filtering tasks, saving an interim project plan, using hyperlinks, creating a custom field/table/view /report, creating a template, sharing resources, creating a master project plan.
Visio 2007 Professional Level I (one day)	**MDTVIS107**	This course covers basic skills in Visio. Students create a directional map, a flowchart, a process map, and an organization chart. Time-saving skills such as duplication, auto-numbering, manipulating shapes, grouping, aligning, and stacking are learned.
Visio 2007 Professional Level II (one day)	**MDTVIS207**	This course builds upon skills learned in the Level I course. Topics covered are customizing Visio's toolbars and windows, using the drawing tools, creating custom shapes, using advanced stencil techniques, creating and using templates, styles and layers. Students will exchange information with other programs and print a drawing.