



## Training Course Outlines

*Star-dust (stärdst) n.*

- 1. A dreamlike, romantic, or uncritical sense of well-being.*
- 2. A cluster of stars too distant to be seen individually, resembling a dimly luminous cloud of dust.*
- 3. Minute particles of matter that fall to Earth from the stars.*
- 4. A company that completely focuses on your requirements either providing Training services or developing and tailoring applications to meet your needs.*

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## ***Our Training Courses***

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At Stardust we arrange courses specifically around the needs of our Customers. We will either supply an experienced trainer to train your staff on your premises, or organise a training course at an external location to suit you.

To maximise the benefit for attendees from our courses we recommend no more than eight delegates, and that each delegate has a dedicated PC.

We can also provide up to eight networked laptops for the training day.

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## ***The Training Day***

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The normal training day starts at 9:30am and finishes at 4:30pm, with three comfort breaks: mid-morning, lunchtime, and mid afternoon. We are happy to adjust the timing of courses, again around the needs of your business. We can even provide an evening course should this be of interest.

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## ***What you get***

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In most cases you will receive a comprehensive course manual.

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## ***Feedback***

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We ask that delegates complete a feedback form when the course has finished. This enables us to monitor the reception and structure of the course. We use this feedback to ensure continuous improvement in the design of our course content.

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## ***Courses Range***

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Outlined in this brochure are our standard Microsoft© Office courses. We also offer courses to your requirements (bespoke courses), as well as courses in other subjects such as the Adobe range of graphics software packages. Please contact us for further information.

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## ***Course Costs***

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We normally charge a flat daily rate for our training courses. In most instances this will be inclusive of all training materials. We have two rates:

- ★ Standard Courses (for standard Office packages: Word, Excel, Powerpoint and Outlook)
- ★ Non-Standard (Microsoft Project, Publisher, Advanced Access etc.)



**Course Title:** **Introduction for Beginners**

**Course Aim:** Designed for delegates to obtain an understanding of the basic functions of the computer, the uses of applications and the role of IT

**Course Timescale:** 2 day

**Course Pre-requisites:** No experience of a computer is required, although experience in the use of a mouse is an advantage.

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**Course Content**

**Using your computer**

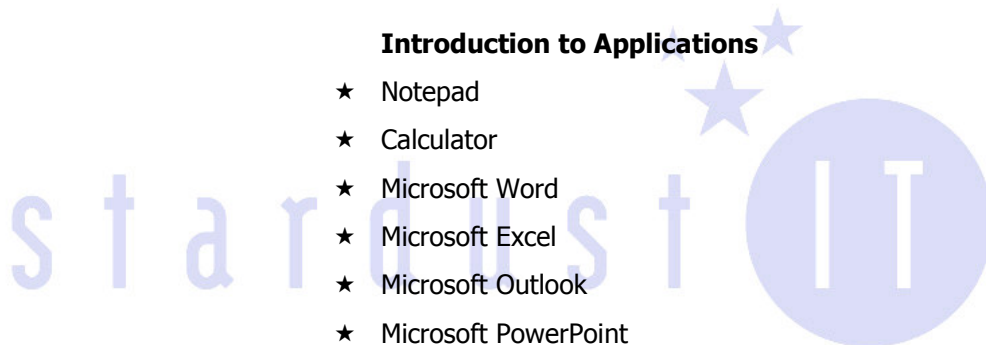
- ★ Settings
- ★ Printers
- ★ Desktop environment
- ★ Using & creating shortcuts
- ★ Finding files & applications
- ★ Opening applications
- ★ Opening files
- ★ Using Control Panel

**Windows Explorer**

- ★ Understanding Explorer
- ★ Navigating within Explorer
- ★ Managing files
- ★ Creating folders

**Introduction to Applications**

- ★ Notepad
- ★ Calculator
- ★ Microsoft Word
- ★ Microsoft Excel
- ★ Microsoft Outlook
- ★ Microsoft PowerPoint



**Course Title:** **Microsoft Word (Introduction)**

**Course Aim:** Designed for delegates to obtain an understanding of the basic functions of Microsoft Word.  
For delegates who will be using Word every day, it is recommended that they attend this introduction followed by the intermediate course.

**Course Timescale:** 1 day

**Course Requirements:** Although this course is designed for the inexperienced user, general experience of a computer and experience in the use of a mouse is an advantage.

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## Course Content

### Layout of the Screen

- ★ Toolbars
- ★ Menu Bar
- ★ Title Bar

### Views of the Document

- ★ Page Layout View
- ★ Normal View
- ★ Outline View

### Creating a document

- ★ Typing a document
- ★ Saving a document
  - for the first time
  - updating a previously saved document
  - saving in a new location or with a new name
- ★ Printing a document
- ★ Closing a document

### Editing a document

- ★ Moving the cursor
- ★ Changing text
- ★ Selecting text
- ★ Replacing text
- ★ Deleting text
- ★ Saving Changes
- ★ Retrieving documents

### Text Appearance

- ★ Applying attributes to text
- ★ Indenting text

### Printing

- ★ Page set-up
- ★ Changing margins
- ★ Page numbering

### Toolbars

- ★ Viewing toolbars
- ★ Customising toolbars

### Spell Checking

- ★ Using the Spell Checker

### Help

- ★ Using Help

### Other Editing Functions

- ★ Using Search and Replace
- ★ Using Headers and Footers
- ★ Using AutoText
- ★ Using Auto correct

### Tabs

- ★ Creating Tabs
- ★ Editing Tabs
- ★ Using Tabs

### Tables

- ★ Creating Tables
- ★ Using Tables
- ★ Editing Tables

### Overview of Windows Explorer

**Course Title:** **Microsoft Word (Intermediate)**

**Course Aim:** To improve and expand on delegate knowledge.

**Course Timescale:** 1 day

**Course Requirements:** Delegates are required to have completed the Microsoft Word (Introduction) course or have equivalent experience in the use of Word.

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## Course Content

### Styles

- ★ Applying
- ★ Creating
- ★ Amending

### Outlining

- ★ Document management
- ★ Numbering
- ★ Sub Documents

### Mail Merge

- ★ Create
- ★ Modify
- ★ Sort / Filter
- ★ Mailing labels

### Headers & Footers

- ★ Unique / Semi-Unique
- ★ Formatting

### Importing Files / Graphics

- ★ Inserting / Linking files
- ★ Inserting graphics
- ★ Working with inserted objects – resizing / moving

### Tables

- ★ Text to tables
- ★ Table & Borders toolbar

### Templates

- ★ Choosing & Using
- ★ Creating
- ★ Fields
- ★ Form fields

### Formatting

- ★ Section breaks vs Page breaks
- ★ Contents & Indexes
- ★ Desktop publishing

### Macros

- ★ Understanding macros
- ★ Creating
- ★ Using
- ★ Editing

### Working with others (overview)

- ★ Track Changes
- ★ Accepting / Rejecting Changes



**Course Title:** **Microsoft Word (Advanced)**

**Course Aim:** To improve and expand on delegate knowledge.

**Course Timescale:** 1 day

**Course Requirements:** Delegates are required to have completed the Microsoft Word (Intermediate) course or have equivalent experience in the use of Word.

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## Course Content

### Review of Basics

#### Graphics

- ★ Graphics and Desktop publishing functions

#### Styles

- ★ Applying
- ★ Creating
- ★ Amending

#### Object Linking and Embedding

- ★ Object linking and embedding

#### Advanced Mail Merge

- ★ Editing data source
- ★ Conditional merging (if then else)
- ★ Sorting and filtering

#### Tables

- ★ Advanced functions
- ★ Calculations
- ★ Headings

#### Forms

- ★ Designing and amending forms
- ★ Protecting forms
- ★ Entering data
- ★ Field types

#### Formatting (overview)

- ★ Section breaks vs Page breaks
- ★ Contents & Indexes
- ★ Desktop publishing

#### Templates

- ★ Custom templates
- ★ Form fields

#### Working with others

- ★ Track Changes
- ★ Comparing
- ★ Routing
- ★ Accepting / Rejecting changes
- ★ Versioning

#### Macros

- ★ More advanced editing of macros
- ★ Message boxes
- ★ Conditional functions

#### Customising Toolbars



**Course Title:** **Microsoft Excel (Introduction)**

**Course Aim:** Designed for delegates to obtain an understanding of the basic functions of Microsoft Excel.  
For delegates who will be using Excel every day, it is recommended that they attend this introduction followed by the intermediate course.

**Course Timescale:** 1 day

**Course Requirements:** Although this course is designed for the inexperienced user, general experience of a computer and experience in the use of a mouse is an advantage.

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### Course Content

#### Layout of the Screen

- ★ Toolbars
- ★ Menu Bar
- ★ Title Bar

#### Creating a Worksheet

- ★ Moving the Cell Pointer
- ★ Inserting Data
- ★ Saving a Worksheet
- ★ Printing a Worksheet
- ★ Closing a Worksheet

#### Editing a Worksheet

- ★ Undoing an operation
- ★ Adding data
- ★ Saving to a new file

#### Formulas

- ★ Entering a formula
- ★ Changing a formula

#### Shortcuts

- ★ Using AutoFill
- ★ Copying and moving cells
- ★ Clearing cells
- ★ Using AutoSum
- ★ Inserting rows and columns
- ★ Deleting rows and columns

#### Changing Appearance

- ★ Formatting Cells
- ★ Adjusting Column Width
- ★ Adjusting Row Height
- ★ Aligning cell entries
- ★ Adding borders and shading
- ★ Using AutoFormat

#### Controlling Screen Display

- ★ Using the Zoom feature
- ★ Freezing the panes

#### Printing

- ★ Improving printer output
- ★ Changing the page set-up
- ★ Previewing the worksheet
- ★ Compressing the output
- ★ Zooming the output
- ★ Using page breaks

#### Charts

- ★ Using chart wizard to create a basic line chart

#### Sorting

- ★ Using the data sort feature

**Course Title:** **Microsoft Excel (Intermediate)**

**Course Aim:** Aimed at end users who are existing users of Excel. The course aims to consolidate and expand on existing knowledge.

**Course Duration:** 1 day

**Course Requirements:** Delegates are required to have completed the Microsoft Excel (Introduction) course, or have equivalent experience using Excel

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## Course Content

### Review of basics

#### Using Functions

- ★ IF
- ★ COUNT
- ★ SUM
- ★ NOW
- ★ ROUND

#### Naming Ranges

- ★ Defining a named range
- ★ Using a range name in a formula
- ★ Moving to a named range

#### 3D Worksheets

- ★ Creating related worksheets
- ★ Moving from one to another
- ★ Copying from one to another
- ★ Grouping/Un-grouping
- ★ Producing multiple worksheet calculations

#### Linking Workbooks

- ★ Entering formulae to link files
- ★ Creating a workspace file

#### Working with a Database

- ★ Database components
- ★ 1 key sorting
- ★ Multiple key sorting
- ★ Filtering
- ★ Specifying a criteria range
- ★ Specifying date criteria

#### Absolute cell references

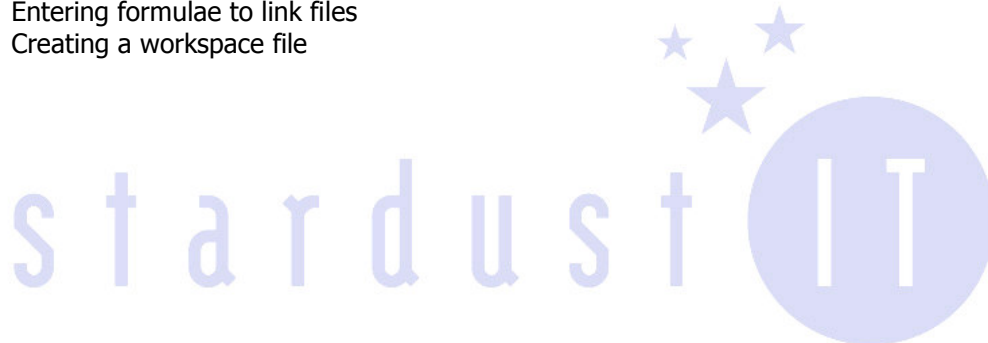
- ★ Specifying an absolute column and row reference
- ★ Specifying an absolute column or row reference

#### Pivot Tables

- ★ Summarising data using a Pivot Table

#### Graphs

- ★ Using chart wizard
- ★ Changing borders and patterns
- ★ Formatting chart font



**Course Title:** **Microsoft Excel (Advanced)**

**Course Aim:** Aimed at end users who are existing users of Excel. The course aims to consolidate and expand on existing knowledge.

**Course Duration:** 1 day

**Course Requirements:** Delegates are required to have completed the Microsoft Excel (Intermediate) course, or have equivalent experience using Excel

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### Course Content

#### Review of basics

#### Advanced Functions

- ★ Goalseeking
- ★ Lookups
- ★ Nested functions
- ★ Logical functions

#### Working with a Database

- ★ Database components
- ★ More advanced settings

#### Scenarios

#### Worksheet Security

- ★ Protecting cells and sheets
- ★ Hiding cells and sheets

#### Data Validation

#### Customising Toolbars

#### Sharing Workbooks

#### Conditional Formatting

#### Custom functions

- ★ Designing, creating and editing custom functions
- ★ Placing custom functions in worksheets
- ★ Using custom functions



**Course Title:** **Microsoft PowerPoint  
(Introduction)**

**Course Aim:** Designed to provide the necessary foundation, introduction and basic groundwork for the use of the PowerPoint Presentation tool.

**Course Timescale:** 1 day

**Course Requirements:** It is recommended that delegates have a basic understanding of Windows and possess reasonable mouse control.

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## Course Content

### Getting Started

- ★ What is PowerPoint?
- ★ Starting PowerPoint
- ★ The main PowerPoint screen
- ★ Displaying help information

### Creating Simple Text Slides

- ★ Creating a new presentation
- ★ Creating a title slide
- ★ Creating a bulleted list slide
- ★ Editing the text on a slide
- ★ Working in outline view
- ★ Switching to slide sorter view
- ★ Spell checking a presentation
- ★ Saving a presentation
- ★ Closing a presentation
- ★ Exiting from PowerPoint

### Using the drawing tools

- ★ Reopening an existing presentation
- ★ Adding AutoShape to a slide
- ★ Adding text to an AutoShape
- ★ Printing slides

### Using Microsoft Graph

- ★ Accessing Microsoft Graph
- ★ Creating a graph
- ★ Changing the default graph type
- ★ Editing a graph

### Using the Clipart Gallery

- ★ Accessing the clipart gallery
- ★ Inserting a Clipart image into a slide

### Using Presentation Templates

- ★ Applying a template to a presentation
- ★ Modifying the colour scheme of slides
- ★ Modifying the slide master

### Creating Speaker Notes

- ★ Entering text notes on a page
- ★ Using PowerPoint print options

### Producing a slide show

- ★ Running a slide show
- ★ Changing the order of slides in a show
- ★ Automating a slide show display
- ★ Adding transition effects
- ★ Adding flying bullets to a slide show

### Interfacing with Excel for charts

**Course Title:** **Microsoft PowerPoint  
(Intermediate/Advanced)**

**Course Aim:** Designed to build on existing knowledge of the use of the PowerPoint Presentation tool, and for users to create a more sophisticated presentation.

**Course Timescale:** 1 day

**Course Requirements:** It is recommended that delegates have a basic understanding of Windows and possess reasonable mouse control.

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### Course Content

This course has a workshop style. Each subject is covered, and the delegates are working on their own projects throughout. At the end of the course each delegate can give an individual presentation, using the features learnt throughout the course.

- ★ **Review Of Basics**
- ★ **Creating Text Slides**
- ★ **Working With Charts And Tables**
- ★ **Animating Graphics**
- ★ **Inserting Sound**
- ★ **Using Movie Clips**
- ★ **Using Multimedia**
- ★ **Bringing In Graphics From External Sources**
- ★ **Narrating Slides**
- ★ **Course Workshop**



**Course Title:                   Microsoft Access Introduction****Course Aim:**                   Designed to provide the necessary foundation, introduction and basic groundwork for the creation of basic databases**Course Timescale:**           1 day**Course Requirements:**   It is recommended that delegates have a good understanding of other Microsoft products and possess good mouse control.**Course Content****Fundamentals of database design****Tables**

- ★ Creating in Design View
- ★ Datasheet View
  - Data entry
  - Sorting
  - Filtering
- ★ Basic Relationships

**Queries**

- ★ Creating Queries
- ★ Using Select Queries

**Forms**

- ★ Creating Forms
  - AutoFormat
  - Form Wizard
  - Design View
  - Multi Table Forms
- ★ Entering data
- ★ Editing data

**Reports**

- ★ Designing Basic Reports using the Wizards



**Course Title:                   Microsoft Access Intermediate**

**Course Aim:**                   To build on existing knowledge and introduce users some of the more advanced features of this powerful database package.

**Course Timescale:**           1 day

**Course Requirements:**   A good understanding of databases and the principles of Microsoft Access

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**Course Content****Tables**

- ★ Overview of design principles
- ★ Setting Relationships and referential integrity
- ★ Lookup Wizard in table design
- ★ Overview of table display and interrogation

**Queries**

- ★ Creating Advanced Queries
  - Cross tab Query
  - Make Table Query
  - Update Query
  - Append Query
  - Delete Query
  - Parameter Query

**Forms**

- ★ Creating Forms using wizards
- ★ Multi Table Forms
- ★ Adding Buttons to forms
- ★ Modifying form properties
- ★ Validating data using VB code

**Reports**

- ★ Auto Report
- ★ Columnar Report
- ★ Grouping and Totalling in Reports

**Switchboard**

- ★ Using the "Switchboard" wizard to create and modify menus



**Course Title:                   Microsoft Outlook & the Internet**

**Course Aim:**                   To provide delegates with the necessary skills for the effective use of Outlook, including electronic mail and the Internet

**Course Timescale:**       1 day

**Course Requirements:**       It is recommended that delegates have a basic understanding of Windows and possess reasonable mouse control.

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### Course Content

**Introduction to Outlook**

- ★ Outlook bar
- ★ Customising the Outlook bar
- ★ Folder list
- ★ Outlook Today

**Inbox**

- ★ Recognising & Reading new mail:
- ★ Sending mail
- ★ Attaching files to emails
- ★ AutoSignature
- ★ Message options
- ★ Sending and receiving messages with attachments
- ★ Out of Office Assistant
- ★ Message Flags

**Calendar**

- ★ Calendar views
- ★ Creating Appointments
- ★ Editing & Deleting appointments
- ★ Recurring appointments
- ★ Printing your calendar
- ★ Meeting requests
- ★ Sharing calendars

**Contacts**

- ★ Creating a contact
- ★ Editing & Deleting a contact

**Tasks**

- ★ Task views
- ★ Creating personal tasks
- ★ Creating Task Requests
- ★ Accepting / Declining Task Requests

**Journal**

- ★ Creating Journal entries
- ★ Working with Journal entries

**Notes**

- ★ Input a new note
- ★ Delete an old note

**Introduction to the Internet**

- ★ What is the internet?
- ★ What are the uses of the internet?

**Internet Explorer**

- ★ Opening a web page
- ★ Finding a web address
- ★ Saving a web page

**Web Navigation**

- ★ Open a URL and collect data
- ★ Open a hyperlink
- ★ Return 'Home'

**Search Engines**

- ★ What is a Search Engine
- ★ Finding & Using a search engine
- ★ Advanced search requirements

**Bookmarking web pages**

- ★ Bookmark a web page
- ★ Open a bookmarked page
- ★ Add web pages to a bookmark folder

**Printing from the Internet**

- ★ Print using basic print options
- ★ Modify page setup options

**Course Title:**

# Microsoft Project Introduction

**Course Aim:** To provide delegates with a working knowledge of Project for Windows. This course will cover the important facilities available to enable effective use of the software for project planning and scheduling of tasks and resources.

**Intended for:** Project managers, business managers or anyone responsible for the scheduling of time and resources to meet a planned goal.

**Course Timescale:** 1 day

**Course Requirements:** Basic understanding of personal computers and directories and filenames. Familiarity with the Windows environment and the principles of Project Management.

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## Course Content

- ★ Introduction to Project
- ★ Moving around, selecting and copying
- ★ Setting up a project
- ★ Entering tasks
- ★ Structuring the Project
- ★ Linking tasks together
- ★ Saving and naming the Project
- ★ Resources
- ★ Calendars
- ★ Allocating a resource to a task
- ★ Checking and editing work, duration and units
- ★ Monitoring costs
- ★ Tracking Projects
- ★ Updating Project progress
- ★ The Tracking Gantt Chart
- ★ Printing Views
- ★ Producing Reports



**Course Title: Photoshop Introduction (1)****Course Timescale:** 2 days**Course Requirements:** All delegates must be confident with Windows environment, including creating, moving and deleting files and folders.

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**Course Content****Basics**

- ★ Basic Photoshop concepts
- ★ Paint versus Draw
- ★ Ways of acquiring images
- ★ Overview of Photoshop tools
- ★ Document options
- ★ Background and foreground colours
- ★ How text works in Photoshop

**Selection & Masks**

- ★ Use of layer masks in montage
- ★ Modifying masks
- ★ Rectangular and elliptical marquees
- ★ Using the lasso tool
- ★ How the magic wand works
- ★ Defining a feather edge
- ★ Defining an anti-aliased edge
- ★ Subtracting and adding
- ★ Essential keyboard image navigation
- ★ Moving and exporting a selection
- ★ Saving and reloading a selection
- ★ Transforming and editing

**Tools & Layers**

- ★ Brushes and brush types
- ★ Erasing and canvas colour
- ★ How text works in Photoshop
- ★ The advantages of using layering
- ★ Transforming and distorting
- ★ Layer blending modes

**Image Preparation & Re-touching**

- ★ Layer masks adjustment layers
- ★ Advantages of adjustment layers
- ★ Colour correction techniques
- ★ Using levels. Levels explained
- ★ Colorizing greyscale images
- ★ Achieving subtlety when retouching
- ★ Removing unwanted detail
- ★ Correcting a damaged image

**Combining Images**

- ★ Creating montages
- ★ Saving feathered borders
- ★ The gradient tool and selection
- ★ Working with multiple layers
- ★ Overlaying images
- ★ Ways of combining images
- ★ Creating layer masks

**Working With Paths**

- ★ Creating and saving paths
- ★ Adding and deleting points
- ★ Converting selection to paths
- ★ Exporting paths to Quark

**Filters As Tools**

- ★ Tips on using filters
- ★ Blurring and sharpening
- ★ Synthesising texture
- ★ Preparing video grabs

**Exporting Files**

- ★ Creating common file types
- ★ Setting transparency
- ★ Images for print
- ★ Images for the web
- ★ Examination of file types
- ★ Advantages of various formats
- ★ Converting the image type

**Importing Files**

- ★ Overview of scanner types
- ★ Scan-time resolutions
- ★ Output resolutions
- ★ Using scanner controls

**Course Title: Photoshop Introduction (2)****Course Timescale:** 2 days**Course Requirements:** Basic understanding of personal computers and directories and filenames  
Ability to use the keyboard and the mouse  
Familiarity with the Windows environment

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**Course Content****Introduction**

- ★ The Photoshop environment
- ★ Customising Photoshop
- ★ Using the Tool Palettes
- ★ Getting to know the Toolbox
- ★ Managing files

**Working with Images**

- ★ Importing and opening images
- ★ Viewing Images
- ★ About Digital Images
- ★ Converting image modes
- ★ Using the selection tools
- ★ Creating and transforming shapes
- ★ Saving and loading selection
- ★ Transforming selections

**Working with Text**

- ★ Creating and Editing Text
- ★ Formatting and Aligning Text
- ★ Working with Type Layers
- ★ Enhancing Images
- ★ Adjusting Colour and Tonal Levels
- ★ Using the Stamp, clone and sponge tools
- ★ Rotating and Flipping Images
- ★ Resizing straightening and cropping images

**Working with Layers**

- ★ Using the Layers Palette
- ★ Creating a Layered Image
- ★ Repositioning, duplicating and deleting layers
- ★ Opacity and Blending Options

**Drawing and Painting**

- ★ Selecting Foreground and Background Colours
- ★ Using the Brush or Pencil
- ★ Erasing
- ★ Changing Opacity and Strength
- ★ Creating and Editing Brushes
- ★ Creating and Editing Patterns

**Transforming Images**

- ★ Rotating Layers Selections and Shapes
- ★ Scaling Layers Selections and Shapes
- ★ Skewing Distorting and Setting Perspective

**Using Filters and Effects**

- ★ Using Filters
- ★ Tips for Applying Filters

**Saving and Exporting Images**

- ★ File formats
- ★ Creating Images for the Web and E-mail