

**KEYSTROKE**  
LEARNING



**BUILDING COMPUTER  
SKILLS TO ENABLE SUCCESS**

**COURSES & TRAINING OPTIONS**

# Table of Contents

Learning Methods

4



Microsoft Access	26
Microsoft Excel	28
Microsoft OneNote	41
Microsoft 365	42
Microsoft Outlook	44
Microsoft Power BI	45
Microsoft PowerPoint	46
Microsoft Project	50
Microsoft SharePoint	51
Microsoft Teams	52
Microsoft Visio	53
Microsoft Word	54



Google Workspace	73
Google Docs	74
Google Sheets	76
Google Slides	78

## Course Goals

Our goal is to make sure your course meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the course. The outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change the order of topics to best suit the situation.

Keystroke Learning offers a wide range of training programs from introduction through to advanced level. Delivered as half day, 1 day or 2 day courses dependent on your needs.

# Adobe

Adobe Creative Cloud	64
Adobe Acrobat	66
Adobe Illustrator	67
Adobe InDesign	69
Adobe Photoshop	71

## eLearning Courses

TechSmith Camtasia	79
Articulate Storyline	81

## Other Courses

Computer Fundamentals	85
-----------------------	----

**Note:** If the application you need is not on our list, please contact us. We cover a large variety of applications so we can probably still help you. If not, we can put you in touch with someone who can.

# Learning Methods

Don't let your staff sit confused in front of their computers, pestering IT or a colleague for assistance

## ***Keystroke Learning specialises in delivering IT based computer training.***

We know how to build a training program, and we know how to deliver it.

We provide training in a large number of software packages specialising in Microsoft Office, Adobe Creative Cloud, Google G Suite, eLearning and more.

No matter what form of training you require, we've got you covered.

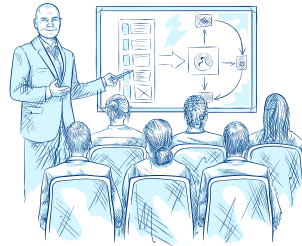


### ***What Style of Training do you Need?***

We know how to build a training program, and we know how to deliver it. We provide a large range of different training styles.

No matter what form of training you require, we've got you covered.

*Continued on Page 7*



### ***Customised Training Courses***

Standard courses don't quite meet your needs? Get in touch and we'll customise a course just for you. It could be a mash up of topics from a range of different courses, or we can build you something totally new.

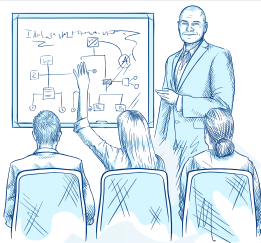
*Continued on Page 8*



### ***Off the Shelf Training Courses***

Just want to stick with the classics? Off the shelf courses are designed around the most popular topics requested by our clients. We've done all the heavy lifting so you can just show up and get it done.

*Continued on Page 9*



### ***Training at your Workplace***

What's that? You've got your own training room? Just let us know where, when, and what you need covered and we'll be there with bells on. You get bonus points if the coffee is good.

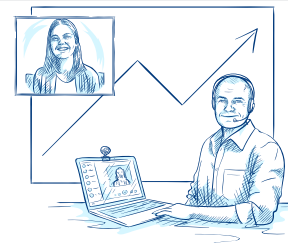
*Continued on Page 10*



### ***Training Away from the Office***

Too many distractions at the office? We'll organise a training venue so you can focus on your learning, not your email. Let's face it, your email will be there when you get back.

*Continued on Page 11*



### ***Live Online Training***

Living in the Bahamas or a rural area? Maybe the training location is just too hard to get to. If so, we can run online training, with a real live trainer. As long as you have an internet connection, and a headset or a phone, we can work together.

*Continued on Page 12*

Do you like to learn alone or in a group? Whatever you prefer, Keystroke Learning offers a wide choice of learning methods.



### **Full Day Training Courses**

Comprehensive, full day training courses allow more time to fully explore the features of an application. These in-depth, interactive courses cater for all levels of user, from beginners through to those with more experience.

*Continued on Page 14*



### **Half Day Training Courses**

Don't have time for a full day out of the office? No problem. Short, sharp, and to the point, our half day courses will get you up and running with a minimum of fuss so you can get right back to doing what you do best.

*Continued on Page 15*



### **Workshop Sessions**

None of the above. That's Ok, let's do a workshop. This option means you really get to shine. No hard and fast rules here, the outline is just a guide. We encourage interaction, networking and real life scenarios.

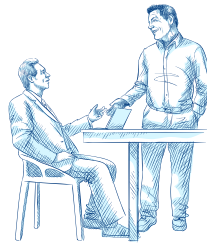
*Continued on Page 13*



### **1-on-1 Training Sessions**

Would you like some personal attention? Perhaps you need to get up to speed with several programs or features. We can deliver training right at your desk, meeting room or boardroom, just for you.

*Continued on Page 20*



### **Roving Training**

Do you have people who would benefit from short, sharp training sessions at their own desks? Then you should consider our Roving Training option. Just give us a list of each person's training requirements and we will help them to learn exactly what they need.

*Continued on Page 16*



### **Floor Walking**

Have you just upgraded? Perhaps you are just about to? Our Floor Walking can have a trainer on hand to help get your staff up and running with a minimum of fuss.

*Continued on Page 17*



### **Seminar Training**

Do you have a larger group of staff who require training? Seminar style training enables an audience to gain maximum knowledge in an abbreviated time frame.

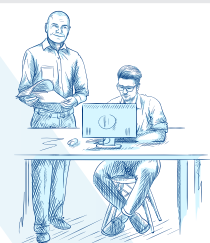
*Continued on Page 18*



### **Awareness Sessions**

About to upgrade? We know it can be exciting and just a bit scary. We can really help your people get up to speed quickly with short, targeted sessions to help with your change management.

*Continued on Page 19*



### **Self Paced Assisted Learning**

Sounds weird, right? Is it self-paced, or is it assisted. Actually, it's both. You have a manual to work through at a pace that's right for you, and our trainer will be right there in the room helping out if you get stuck or you just need some advice and tips.

*Continued on Page 21*



### **Fly me a Trainer**

Fly me a Trainer is no different from classroom training since it consists of the same setup. The only difference is that the trainer travels instead of the participants.

*Continued on Page 22*



### **The Extras**

You'll get a USB pen containing a copy of your manual and exercise files, lifetime support after your course is done, and a certificate if you want one. Our Learning Management System (LMS) is also available if you want to take it further.

*Continued on Page 23*



People who attend classroom training acquire more knowledge and develop better skills, enjoy the interaction and overall learning experience.

*Source: 2013 Learning Survey, carried out by the Learning & Performance Institute*

## **Enrolment in a Course**

For group bookings please contact our office via email at [info@keystrokelearning.com.au](mailto:info@keystrokelearning.com.au) or call (03) 9999 7780. For public course bookings please see our individual outline pages on <https://keystrokelearning.com.au> and view Upcoming Courses to book your course or contact us and we can take care of it for you.

# What style of training do you need?

First of all, you will need to decide what type of training will best suit your needs.

Below is a list of training options Keystroke Learning offers, a more in-depth description of each offering can be found on following pages.

- **Public** - Public Training Programs are designed to meet specific training needs. People from different companies all attend the same course at the same time. These are usually held in the CBD but sometimes regional options are made available.

- **Group**

**On-Site** – This is designed for group training at your premises or workplace, this can be either off the shelf or customised training material.

**Off-Site** - Designed for group sessions at a training venue usually held in the CBD but can vary according to your location, this can be either off the shelf or customised training material.

- **Workshops** – In this environment your facilitator will do a walkthrough of the content, you will then have a chance to work through the task on your own or in groups. These are designed to give participants an opportunity to interact and discuss their own work.

- **1-on-1** - Ideal for individuals with specific knowledge requirements in a software application. It is often used to bring new employees up to speed with software used in the workplace.

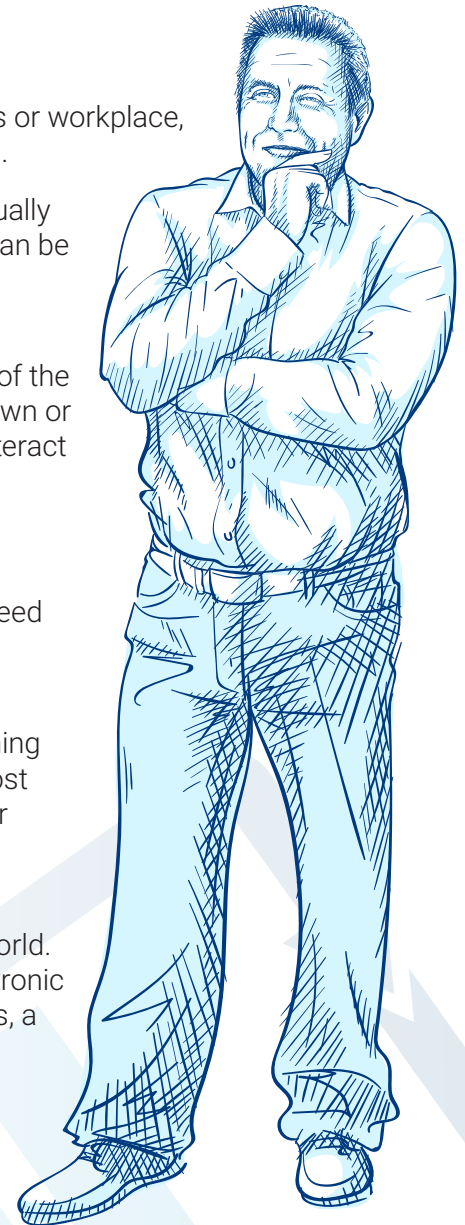
- **Self-Paced Assisted Learning** - Combines the best of self-paced learning with the assistance of a live trainer. Self-Paced Assisted Learning is cost effective for training many people at once in different software, levels or versions. It is still very personalised.

- **Live Online Training** - Can be delivered literally anywhere around the world. It delivers a blend of traditional classroom training with a dynamic electronic learning solution that allows real-time online instruction to remote users, a virtual classroom if you wish.

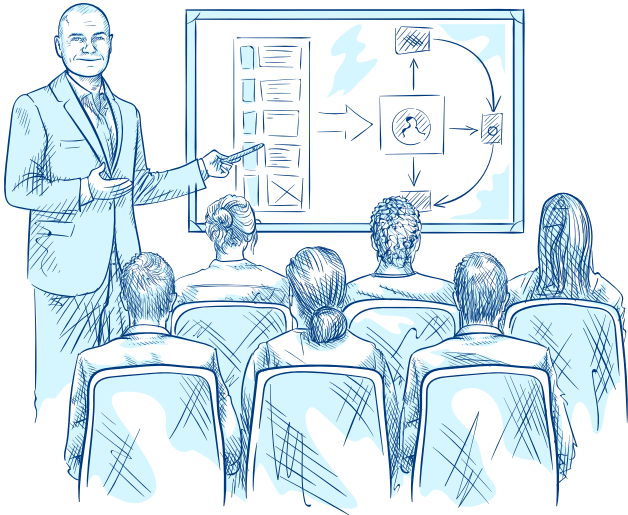
- **Roving Training** - is a one-on-one or very small group training session generally for less than one hour. Typically, is structured by allocating timeslots/appointments with individuals. The topics covered throughout the session do not have to be the same level or software package.

- **Floor Walking** - The trainer “walking the floor” responds to individual queries on an ad hoc basis, this is extremely useful and popular for go live days on large software roll outs and upgrades.

- **Seminar / Awareness Sessions** - Quite often the best solution when a group needs to be brought up to date on technology implementations or new software. These sessions are typically conducted in short time frames and can accommodate large groups.



# Customised Training Courses



**If an Off the Shelf solution is not quite what you are looking for, our courses can be tailored to the unique requirements of your team.**

Our courses are modularised with this option in mind, which means that you could mix and match from a selection of existing topics, or we can work with you to develop something specific to your organisation. Either way, we are on hand for advice on the best way to structure your customised training course.

## *Flexible Delivery*

Customised courses are flexible but would generally be delivered as Full Day, Half Day or as a Workshop course, depending on the content and the time available to you. If you are upgrading or migrating to a new system, then we can also help with fully customised Seminar Training and Awareness Sessions, and we can follow up with Floor Walking or Roving Training if needed.

Delivered by our highly experienced and qualified trainers, customised training courses may offer the best solution for your particular needs. We have a great deal of experience in designing and delivering customised solutions.

## *Targeted Training/Learning*

By customising a training course, you can be confident that you will be targeting the specific learning needs of your team, not only covering the features of a software application but emphasising how to most effectively integrate those features into your daily routine. This means that you will leave with a deeper knowledge and more confidence.

Because customised courses are flexible, the time frame is fluid, but as a rule, a standard Full Day training course takes around 6 hours plus breaks to complete, whilst a Half Day course takes around 3 hours plus breaks.

## *Key Benefits of Customised Training Courses*

- Training based on your specific requirements
- Unique to your team or organisation
- Can be mix and match or bespoke
- Implement your new skills right away
- Small group sizes for maximum attention
- Full documentation and exercise files



# Off the Shelf Training Courses



**We have a comprehensive range of off the shelf training courses available.**

These courses are designed around the most popular topics requested by our clients. Topics range from introductory to advanced levels and therefore cater for a wide range of skill sets.

## *Save Time with Professionally Designed Materials*

Developing training materials is very time consuming. Using our off the shelf course materials means that we have already done the hard work for you so that you can save time and effort. That way you can simply focus on your learning priorities.

The design of our off the shelf courses promotes active learning by keeping dry lecture time to a minimum. We find that lengthy lectures lead to participants becoming bored and losing interest. That's why our courses are hands on all the way.

## *Hands on Learning*

We include activities that build on and overlap concepts and skills learned in earlier topics. This way, learning is constantly reinforced and participants build a better understanding of how to integrate what they learn into their work.

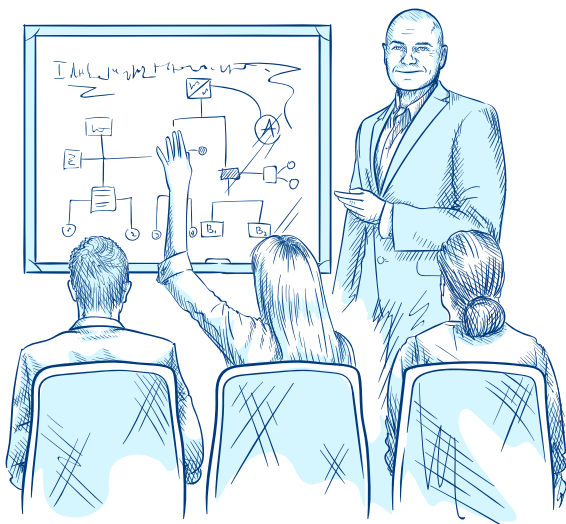
Our off the shelf courses are continually reviewed and updated as needed so that you can be sure of always having the latest information available. If your organisation is using older software, we can still cater for your requirements.

## *Key Benefits of Off the Shelf Training Courses*

- Training based on what works
- No development time required
- Implement your new skills right away
- Small group sizes for maximum attention
- Full documentation and exercise files



# Training at your Workplace



If you prefer to attend training in the convenience of your own training facilities, the Keystroke Learning team will be happy to conduct training sessions at your site.

## No Travel Involved

Training at your workplace can help you to reduce travel time and the associated costs in addition to reducing actual time spent away from your office. You can work in your own familiar environment. This approach is excellent for employees who are located closer to each other geographically.

You should keep in mind that for some people, being close to their desks can take their focus away from training. To reduce distractions, you should consider keeping mobile phones on silent, as well as closing off email and instant messaging apps during training sessions. Also, you can request that participants set an out-of-office message on their email during the training.

Another consideration for conducting in house training is whether you have the space and availability for the training venue. This is particularly important if there is a larger group to be trained.

If space or scheduling is an issue, this might be resolved by splitting the attendees into smaller groups, which can also help provide more personalised attention.

Training can be conducted at your workplace using Off the Shelf courseware or customised materials. The type of training can include anything from Full Day or Half Day sessions, Seminars, Workshops and much more.

## Key Benefits of Training at your Workplace

- Little or no travel required – we come to you
- Work in your own environment
- Implement your new skills right away
- Small group sizes for maximum attention
- Full documentation and exercise files



# Training Away from the Office



**If you don't have training facilities at your site, you should consider training away from the office.**

This option is best used when you have participants coming from multiple locations, especially those that are not geographically close to each other.

## *Focus on Learning, not emails*

By removing the distraction of email, phone calls or a noisy office environment, training away from the office provides a setting in which participants can better focus on the training itself. Spending time out of the office can also encourage participants to reflect more fully on training content and scenarios. We have also found that training away from the office can provide an excellent opportunity for networking.



## *Fewer Distractions*

An obvious advantage of training away from the office is the reduction of daily work distractions.

On the other hand, travel costs can be prohibitive if you have a smaller budget. Also, scheduling in travel time around training sessions can be a disadvantage. Travel time and time spent away from the office may be a further issue to deal with when training is conducted off site.

## *Key Benefits of Training away from the Office*

- Work in a dedicated training location
- Reduce distractions
- Opportunity for networking
- Time to reflect on new skills learned
- Small group sizes for maximum attention
- Full documentation and exercise files

# Live Online Training

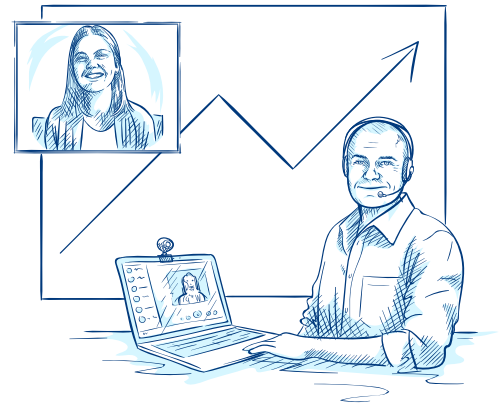
**You can't always make it to a classroom, so we bring the classroom to you!**

With Live Online Training, staff can avoid the time and expense of travelling and participate in a training session from the comfort of their home or office.

## Learn wherever you are

Live Online Training sessions can be delivered literally anywhere around the world. Whether your employees are based in one location or various locations we can deliver live online training to them anywhere they have internet access.

This solution takes educational, training and collaborative experiences to a whole new level, it's a dynamic learning solution that allows real-time online trainers to work directly with remote users in a virtual classroom environment.



## Fully Interactive

Live Online Training connects participants interactively through cutting-edge audio and video with document sharing capabilities.

These sessions also offer a wide array of features to make it easy for your organisation to promote real-time, online learning, including:



### Audio/Video Conferencing

Allows the instructor and learners to use video and audio for a more dynamic learning experience.



### Desktop Sharing

Gives learners an up-close view of the instructor's PC desktop to facilitate the demonstration of applications and the illustration of complex concepts.



### Document Sharing

Makes it possible for the instructor to share PDFs and files that learners can download, view and use.



### Online Discussion

Promotes greater interaction between the instructor and learners. Learners can "raise their hand" virtually to get the instructor's attention.

## Key Benefits of Live Online Training

- Receive training right at your desk
- No Travel Involved
- Less time away from the job
- Implement your new skills right away

# Workshop Sessions



**Workshop sessions are designed to give participants even more opportunity to interact and to discuss their own work in detail.**

Hands on learning, problem solving and development of creative solutions are all part of the workshop experience.

## *Flexible Framework*

Although a course outline is used during workshops, it is primarily used as a framework to guide the direction and focus of learning. During the workshop, specific topics and examples are governed by the requirements of the group.

## *Collaborative Advantages*

Workshop sessions can give you the opportunity to bring your team together and inspire collaboration. They can also combine participants from different roles and different parts of your business, encouraging networking and knowledge sharing.

## *Key Benefits of Workshop Sessions*

- Collaborative, problem solving approach
- Networking opportunities
- Sharing of knowledge
- Work on your own content



# Full Day Training Courses



**Comprehensive, full day training courses allow more time to fully explore the features of an application.**

These in-depth courses will equip participants with the skills needed to maximise their productivity, and they cater for all levels of user, from beginners through to those with more experience.

## Get the most out of your software

Delivered by our highly experienced and qualified trainers, full day training courses encourage group discussion about the practical applications of the content. This is an effective approach for participants who want to know how to get the most out of their office software.

The full day training option can result in a more thorough understanding of an application. In addition, this option provides more time to explore some less obvious but important time saving techniques.

## Holistic Approach

These training courses take a holistic approach to key topics, not only covering the features of a software application but emphasising how to most effectively integrate those features into your daily routine. This means that by the end of the course, you will gain a deeper knowledge and more confidence.

## Learn Tips and Tricks

Our full day courses include a range of commonly used features, keyboard shortcuts and tips and tricks to help improve your productivity.

We have a comprehensive range of Full Day courses which are conducted using our Off the Shelf course materials, or we can work with you to develop and deliver them as either a Customised Training Course or a Workshop

A standard training course takes around 6 hours plus breaks to complete.

The start time of the training is completely negotiable but typically the training time slot will be 9:00am – 4:00pm.

## Key Benefits of Full Day Training Courses

- In-Depth training on key features
- More time to cover content examples
- Time to discuss and share ideas
- Implement your new skills right away
- Small group sizes for maximum attention



# Half Day Training Courses



**Our Half day training courses focus on the essential features of an application.**

Designed for more experienced users, they are very focused and interactive, providing participants with the skills needed to maximise their productivity.

Delivered by highly experienced and qualified trainers, these training courses provide a practical approach for participants with busy schedules.

## Focused Learning

This focused learning option is ideal for people who don't have time for a Full Day course. By reducing time away from your office, the impact on your business is minimised. More importantly, you can return to the office the same day and immediately apply new skills.

## Key Topics

Because these training courses focus on pivotal topics, you will make the most efficient use of your time. Our half day courses include a range of commonly used functions, keyboard shortcuts and tips and tricks to help improve your productivity.

We have a comprehensive range of half day courses which are conducted using our Off the Shelf Course materials, or we can work with you to develop and deliver them as Customised Training Courses.

A standard training course takes around 3 hours to complete, this includes a short break at the halfway point.

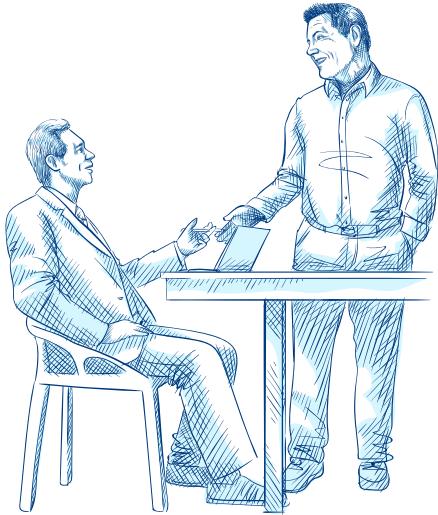
The start time of the training is completely negotiable but typically the training time slot will either be 9:00am – 12:30pm or 1:00pm – 4:30pm.

## Key Benefits of Half Day Training Courses

- Focus on specific features
- Minimise time away from the office
- Learn exactly what you need
- Implement your new skills right away
- Small group sizes for maximum attention
- Full documentation and exercise files



# Roving Training



**Roving Training brings an expert facilitator right to your desk to address specific training needs.**

Instead of attending a classroom session or joining a group of people who have different training objectives and learning styles, we can target your requirements.

## *Training delivered right at your Desk*

Roving Training is a 1 on 1 or very small group training session which is generally scheduled for short timeframe on a specific subject. Typically, these training sessions are structured by allocating time slots/appointments with individuals. The topics covered throughout the session do not have to be the same level or software package.

## *Straight to the Point*

Because the training is specific to you, there is no need to wait to get the topic you are interested in. We get right to it. Show us what you are working on, and we can use it as an example to personalise your training experience. That way, your session is immediately relevant.

## *How it works*

James is scheduled at 9:30 for half an hour to work on Pivot Tables. Once this is completed, the trainer visits Ellen for a 10:00 session to help solve a problem she is having with Photoshop. The trainer then continues visiting each person in the schedule, addressing their individual requirements.



## *Key Benefits of Roving Training*

- Receive training right at your desk
- No setup required
- Personalised training
- Cost effective
- Immediate relevance

# Floor Walking



**Floor Walking allows the trainer to attend to the needs of individuals by “walking the floor” and responding to individual queries on an ad hoc basis.**

This troubleshooting approach is extremely useful and popular for go live days on new software rollouts and upgrades.

## *Training delivered to many Desks*

Ideal for upgrades, Floor Walking can be used in tandem with Awareness Sessions. Catering for different training objectives, Floor Walking means an expert facilitator comes right to your desk and works to address your specific questions.

## *Just Following Up*

Perhaps you are upgrading to Office 365 and would like to follow up your Awareness Sessions. Floor Walking gives you the option to have an expert on hand during go live day to answer questions and provide assistance with the new software.



## *Key Benefits of Floor Walking*

- Fantastic for Upgrades
- No training room required
- Individual training
- Cost effective
- Allows IT staff to focus on IT, not training

# Seminar Training

Seminar Training Sessions provide attendees with a wealth of information in one place in a condensed period of time. They provide an excellent solution when you have a large group requiring training.

Audience interaction with the facilitator encourages discussion of new ideas generated from attendees. This can lead to a more proactive, engaging session in which the audience has a richer learning experience

## *Diverse Content*

Seminars can be an excellent way to cover a variety of content. Such diverse topics as Access vs Excel, Digital Literacy, or The impact of upgrading to Microsoft Office 365 can all be delivered as seminars. They can work for any group size, and are particularly well suited for larger groups of staff.

These sessions are also terrific for networking opportunities. A facilitator will encourage discussion and set time aside for questions.

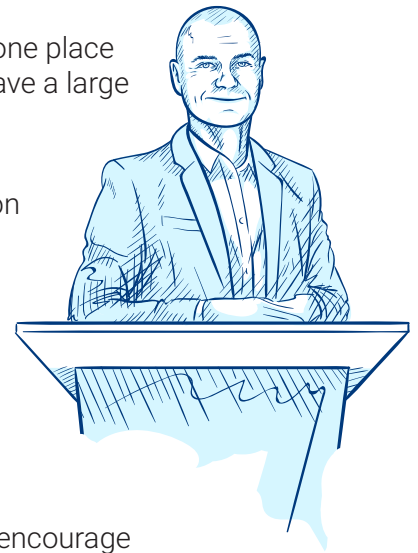
In the case of major changes within your organisation, we can work with you to help articulate the reasons for change and highlight the benefits for your staff.

## *Follow up for Maximum Impact*

Many of our clients choose to follow up their Seminar sessions with Roving Training to support ongoing learning. This way, your staff will gain further benefits.

## *Key Benefits of Seminar Style Training*

- Ideal for larger groups
- Assists with change management
- Cost effective
- Minimal Disruption – Maximum Benefit



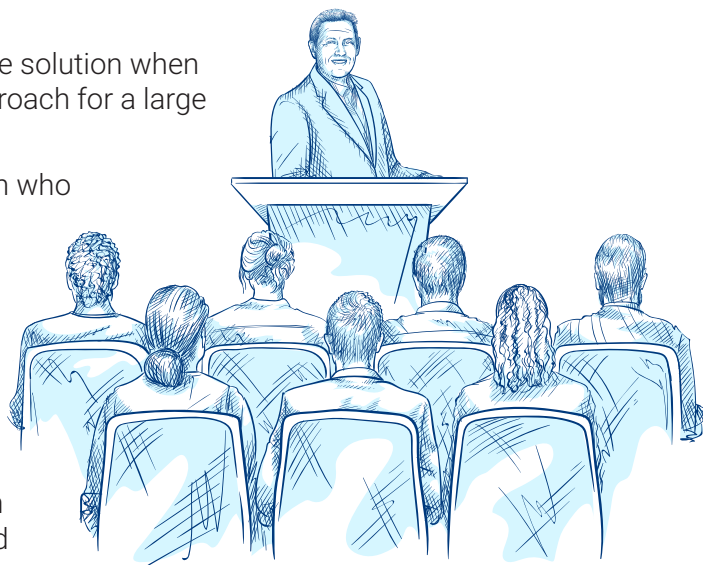
# Awareness Sessions

Awareness Sessions are a time-saving and inexpensive solution when classroom-based training is not the most suitable approach for a large group.

If you have a large group of people in your organisation who need to be brought up to date on recent technology implementations or a roll out of new software, Awareness Sessions can be the best solution.

## *Ideal for Large Groups*

These sessions are typically conducted as briefings. A trainer demonstrates the key features and their application, and time set aside for questions. They can work for any group size, and are particularly well suited for larger groups of staff. In the case of major technology upgrades or migrations, we work with you to help articulate the reasons for change and highlight the benefits for your staff.



## *Follow up for Maximum Impact*

Many of our clients choose to combine awareness sessions with our Roving Training or Floor Walking to support go live days once the software is available to staff. This way, your staff are better informed right from the beginning.

## *Key Benefits of Awareness Sessions*

- Ideal for larger groups
- Assists with change management
- Cost effective
- Short time frames = minimal disruption



# 1-on-1 Training Sessions



**Designed for participants who already have a basic understanding of an application but need to fill specific knowledge gaps.**

The 1 on 1 training option provides a completely personalized training experience.

## *Brief and Focused*

These sessions are entirely focused on the needs of the individual participant, whether that need is to become an expert in Microsoft Office, Adobe Creative Cloud, or simply to become more proficient with other commonly used software applications.

1 on 1 training sessions are delivered in 3 hour blocks, additional 1 hour blocks can be added if required. The choice is yours.

## *Help with Multiple Applications*

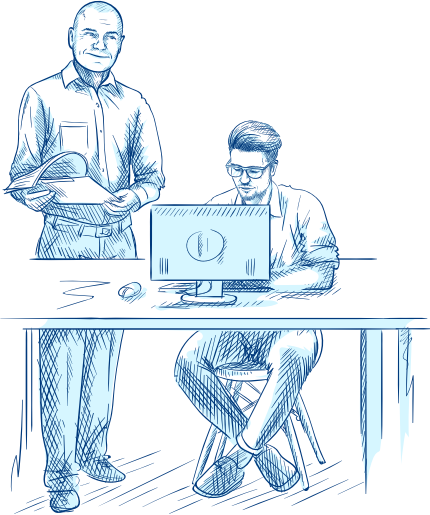
Although the primary focus may be in learning a specific application or feature, this unique training provides participants with the opportunity to receive assistance on other applications during their session. This may include Excel, Word, Photoshop, Storyline, etc.



## *Key Benefits of 1 on 1 Training*

- No classroom setup
- Less time away from the job
- Work on your own documents
- Receive personalised assistance on Applications

# Self Paced Assisted Learning



**The Self Paced Assisted Learning classroom combines the best of independent learning with the best of trainer assisted learning.**

This unique approach to learning works as follows: – each participant has their own training manual for a given application and level, and they work through a series of exercises. If they get stuck or don't understand a concept, the trainer is immediately available to help them understand the issue at hand and to give examples of how to implement the feature or application.

It is not uncommon to see one person working on an Excel Advanced manual while the person beside them is doing a Word Introduction and another is working on something else.

## Active Monitoring

The role of the trainer in the Self Paced environment is quite different to their role in a typical classroom. Even when each participant is working well unassisted, the trainer will be actively looking at the tasks being performed, providing feedback and encouragement as well as fine tuning the learning process. There is usually little time to “take it easy” as the trainer works to increase the efficiency and effectiveness of learning.

## Personalised Learning

The reality is that Self Paced Assisted Learning is very personalised, with the interactions generally being around individuals and small groups.

These sessions can be broken into 1.5 hour blocks of time, allowing up to 4 sessions in a day, thus allowing a larger number of people to attend for shorter time periods.



## Key Benefits of Self Paced Assisted Learning

- Cost effective
- Participants work on their specific needs
- Personalised attention
- Small group sizes for maximum attention
- Full documentation and exercise files

# Fly me a Trainer



**Tailored to suit the needs of our corporate clients, Fly Me A Trainer allows enterprises to have our skilled and highly experienced trainers conduct training on their premises.**

Given the considerable costs associated with having entire teams travel to a different location, it can be more feasible to fly a trainer to a client location.

This training option may be a consideration when you want to ensure your entire team receives a consistent training experience and opportunity. You may also prefer to have the same trainer cover each location.

Fly me a trainer courses can be delivered nationwide or internationally as required.

## *Other Options*

If Fly me a Trainer is not quite what you are looking for, we can provide Live Online Training tailored to the unique requirements of your team.



# The Extras

## *USB pen and Notepad*

All participants will receive a USB pen with a PDF copy of the course manual and training files, however, a printed copy can be made available for an additional cost.

Participants will also receive an A5 Notepad for taking notes, there is no need to bring anything except for yourself.



## *Lifetime Support*

Your experience doesn't have to end once you have completed your course.

Keystroke Learning offers lifetime support so you can receive further assistance on those tricky problems. We haven't decided whether that is your lifetime or ours!



## Course Certificate

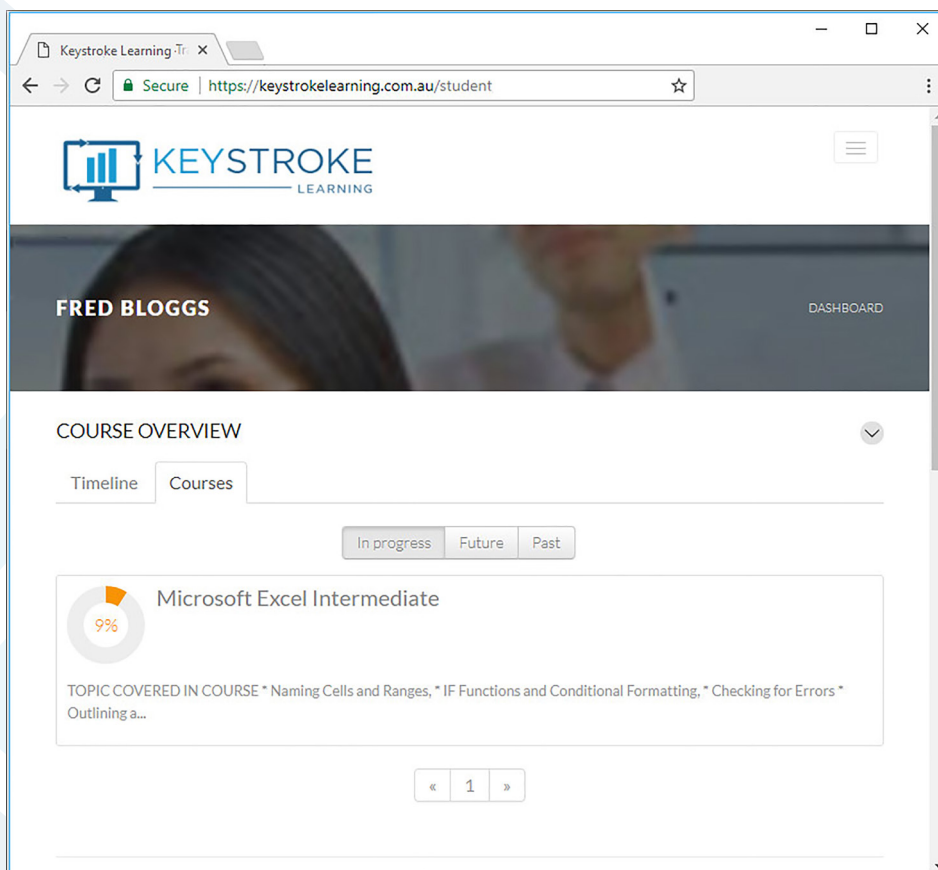
On completion of the course, participants can also request to have a Certificate of Completion made available to them.

These will be emailed as a PDF at a later date.



## Learning Management System

Organisations have the option to have the participants access their course materials and to take quizzes through Keystroke Learning's (LMS) Learning Management System to reinforce and continue their learning once their course is finished. You also have the option to receive reports on the training to help you to manage training logistics for your organisation.





# Microsoft 365 Productivity Tools



Participants on this Microsoft 365 Productivity Tools 1 day course will be introduced to the collaborative features and the fundamental elements of Microsoft 365, including SharePoint, OneDrive, Microsoft Teams and Planner.

The course assumes no prior knowledge of Microsoft 365 Applications, however, people with limited exposure to the software and those who are currently working with documents created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to SharePoint

- What is SharePoint
- What are Libraries
- Accessing a SharePoint Sites
- The SharePoint Interface

### SharePoint Permissions

- Default Permission Groups
- Understanding Inheritance
- Site Permissions

### SharePoint Libraries

- Library Overview
- Sorting and Filtering Libraries
- Changing and Viewing Libraries

### Working with Documents

- Documents Overview
- Opening Library Documents
- Emailing a Link
- Deleting Files
- Document Versions
- View or Restore an Earlier Version

### Introduction to OneDrive

- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Documents
- Collaboration with Co-Authoring

### Microsoft Teams

- Create a Team
- Managing a Team
- Create a Channel
- Working on documents together
- Scheduling and setting up a meeting
- Starting a meeting
- Recording a meeting
- Use Meeting Notes
- Sharing Content including screens

### Microsoft Planner

- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams

“ *Instructor was fantastic - good mix of presenting and allowing the group to undertake practical tasks.*

*Right amount of questions of the group balanced nicely with the general presentation.*

D. Matthews



# Microsoft Office 365 Workshop

Participants on this 1 day Microsoft Office 365 workshop will be introduced to the fundamental elements of Office 365, including signing in, navigating the Office suite and saving files in OneDrive, before drilling down to Outlook and Office Online.

Office 365 for Business offers a wide range of applications to improve collaboration and communication in your organisation.

This course provides a comprehensive overview of the Office 365 environment, while delving deeper into Microsoft Teams, Planner, OneDrive and other applications.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### What is Office 365?

- Signing in
- Overview of the Office Portal
- Navigating the Office Portal
- The Home Page
- Launching Apps

### Desktop vs. Web Applications

- When to use Desktop vs. Web Applications
- How these differ from the Desktop versions
- Exploring the online versions of Excel, PowerPoint, Outlook & Word

### Teams

- What is Teams?
- Create a Team
- Create a Channel
- Meetings & Video Conference
- Invitations, Folder & Files

### SharePoint

- What is SharePoint?
- Opening a Team Site
- Navigating a Site
- Adding and Sharing Documents

*SharePoint is a large topic covered in our individual SharePoint courses*

### OneDrive

- What is OneDrive?
- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Documents
- Collaboration with Co-Authoring

### What are these Apps?

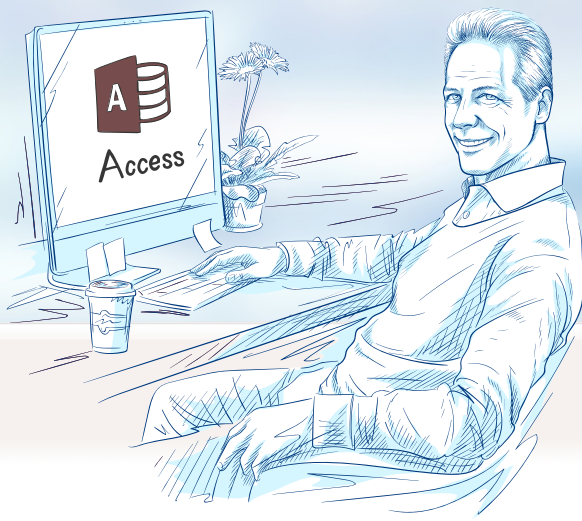
- Delve
- Planner
- Power Automate
- Yammer
- Stream
- Sway



*I have to tell you the computer courses were all a hit.*

*The trainer was fantastic. He was funny, he was patient, well spoken, really knew his work and he just made the class enjoyable.*

M. Jones



# Microsoft Access Introduction

Participants on this Microsoft Access Introduction 2 day course will gain an understanding of the fundamental principles of Access, including relational database design principles, navigating Access and creating Tables, Forms, Queries and Reports. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Access, however, people with limited exposure to the software or if you are using databases built by others you will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Access Orientation

- Exploring the Access Interface
- Understanding Database Design
- Planning a Database

### Setting up Tables and Entering Data

- Creating Tables
- Setting up Fields
- Saving Tables

### Importing and Linking Data

- Importing from Access
- Importing from other Sources

### Working with Tables

- Copying Tables
- Appending Data

### Relationships

- Understanding Relationships
- Setting up Table Relationships
- Modifying Relationships

### Forms

- Understanding Forms
- Building Forms with the Wizard
- Types of Forms

### Queries

- Setting up Queries
- Single Table Queries
- Multi Table Queries
- Query Properties

### Reports

- Creating Reports
- Modifying Reports

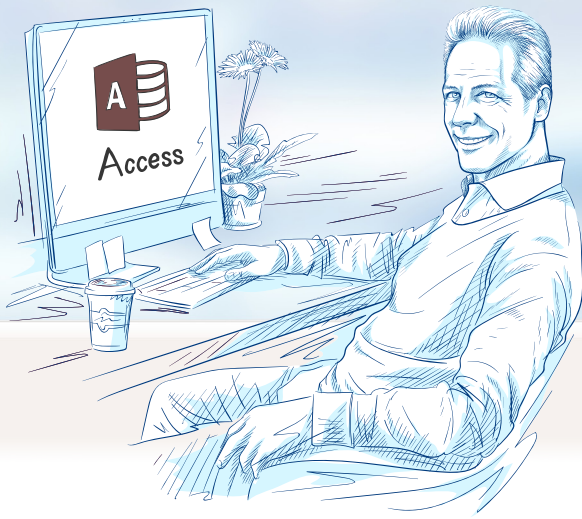
### Options

- Setting Database Startup Options



*Instructor was great and happy to answer questions.  
Very insightful course and learnt heaps.*

F. Taylor



# Microsoft Access Advanced

Participants on this Microsoft Access Advanced 2 day course will build on their existing knowledge and skills using Access. You will review database design principles and Relationships, before moving on to advanced tools such as Parameter Queries and Custom Forms and Reports.

The course assumes you have a solid working knowledge of Access, those needing to extend their database skills will benefit from this course.

## Course Details

Skill Level:	<b>Intermediate/Advanced</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Review of Relationships

- Exploring Database Relationships

### Parameter Queries

- Setting up Flexible Queries
- Modifying Parameter Queries

### Using Query by Form

- Designing a Query by Form
- Setting up the Form Properties

### Setting up Action Queries

- Understanding Action Queries
- Designing Action Queries
- Delete Queries
- Update Queries
- Make Table Queries
- Append Queries

### Customising Reports

- Creating Custom Fields
- Report Layout Options

### Customising Forms

- Building Custom Forms
- Adding Form Fields
- Adding Controls to a Form

### Using Expressions in Forms

- Working with Expressions
- Using Calculations

### Macros

- Building Macros
- Using the Macro Builder



**Mark walked us through the course thoroughly, provided us with useful, practical Access tips to use.**

**He gave us lots of opportunities to ask questions and for clarification.**

**The small group setting was suitable and conducive for learning.**

D. Choo



# Microsoft Excel Introduction

Participants on this Microsoft Excel Introduction 1 day course will gain an understanding of the fundamental principles of Excel, including creating and navigating workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Excel Introduction, however, people with limited exposure to the software and those who are currently entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

### Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

### Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions

### Managing Worksheets

- Naming Worksheets
- Adding New Worksheets
- Moving and Copying Worksheets
- Deleting Worksheets

### Formatting Efficiently

- Manual Formatting Options
- Using Cell Styles for Efficiency and Consistency

### Preparing to Print

- Page Setup
- Margins and Orientation
- Headers and Footers
- Scaling
- Previewing
- Printing



*Thanks very much for your teachings today. I have learnt many things that I will be able to take back to work and use immediately. You were able to relate to everyone in the group so that we could apply back to real life.*

*Your training was entertaining and I was engaged for the whole day. I look forward to returning for further training. Thanks again.*

B. Balogun



# Microsoft Excel Intermediate

Students on this Microsoft Excel Intermediate 1 day course will build on their existing knowledge to gain an understanding of Excel analysis using more complex functions and formulas. You will also learn a number of tips and shortcuts to help you save time in your daily Excel tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Excel and wish to progress to the next level.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Cell Referencing

- Relative and Absolute References  
What's the difference?
- Relative References
- Absolute References
- Mixed References

### Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Creating Linked Workbooks
- Updating Links

### Lists, Tables and Subtotals

- Sorting Lists
- Filtering Lists
- Lists vs Tables
- Working with Subtotals

### IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

### Nested IF Functions

- Building Nested Functions

### Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Using Data Bars and Colour Scales
- Modifying Formatting Rules
- Finding and Clearing Formats

### Choose Function

- Using the Choose Function

### Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

### Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together



**Mark was really well versed and was able to answer questions that weren't even on the list of topics.**

**He was really encouraging and positive throughout the day!**

**Well worth the time and even better than it could be run at our facility as we were able to get more time in doing this rather than trying to travel somewhere else.**

T. Lothar



# Microsoft Excel Advanced

On this 1 day Excel Advanced course, participants will add to their already extensive knowledge to gain an understanding of Excel's advanced features, including PivotTables and Data Consolidation, Protection, as well as Recording Macros.

This course is designed for participants who are already building more complex spreadsheets and wish to perform more detailed analysis as well as adding some automation to their workbook tasks.

## Course Details

Skill Level:	<b>Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Data Consolidation

- Linking to Source Data
- Consolidate by Position
- Consolidate by Category

### Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

### Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

### Building Templates

- Using Existing Templates
- Creating Templates
- Modifying Templates

### Advanced PivotTable Features

- Using Slicers
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages



*Great course and an even better trainer.  
Terrific pace and content.*

A. Day



# Microsoft Excel Advanced Data Analysis

On this Excel Advanced - Data Analysis 1 day course, participants will add to their already extensive knowledge to gain an understanding of Excel's advanced features, including Arrays and What If Analysis, as well as other useful features.

This course is designed for participants who are already building more complex spreadsheets and wish to perform more detailed analysis as well as adding some automation to their workbook tasks.

## Course Details

Skill Level:	<b>Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Working with Range Names

- Naming Ranges
- Navigating with Range Names
- Using Range Names in Formulas
- Modifying Range Names

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Working with Arrays

- Creating Arrays
- Modifying Arrays
- Trend Functions
- Other Array Functions

### Using SumIF and CountIF

- Setting up SumIF Functions
- Creating CountIF Functions

### What If Analysis

- Goal Seek
- Data Tables
- Scenario Manager
- Solver

### Using IFEError

- Uses for the IFEError Function
- Applying the IFEError Function

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts



*This was one of the best workshops I have ever attended.*

*The venue, materials & facilitation was excellent.*

*I recommend this training to anyone considering this course.*

J. Smith



# Microsoft Excel Charting with Excel

Participants on this Microsoft Excel – Charting with Excel half day course will gain an insight into the fundamentals of Charting in Excel. You will be up and running with charts without having to be away from the office for a full day.

The course assumes you have a working knowledge of the fundamentals of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Creating Tables

- Formatting Data as a Table
- Using Tables

### Working with Charts

- Introduction to Charts
- Creating Charts
- Changing the Chart Location

### Chart Types

- Exploring Chart Types
- Setting up Charts
- Changing Chart Types
- Combination Charts

### Working with Chart Elements

- Adding and Removing Chart Elements
- Formatting Charts

### Adding Trendlines

- Adding Trendlines to Charts
- Formatting Trendlines



*Great instructors every time I have had the chance to come for a workshop, regardless of level of course or content.*

A. Yusef



# Microsoft Excel

## Getting Started with Excel

Learners on this Microsoft Excel – Getting Started with Excel half day course will gain an insight into the fundamental elements of Excel without having to be away from the office for a full day.

The course assumes no prior knowledge of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

### Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

### Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

### Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions



*Very insightful course and learnt a lot.*

*Instructor was great and was happy to answer questions related to individuals work.*

L. McCarthy



# Microsoft Excel Beyond the Basics

Participants on this half day Microsoft Excel – Beyond the Basics course will gain an insight into relative and absolute references as well as working with lists, subtotals, linking formulas and worksheet protection.

You can learn all of this without having to be away from the office for a full day. The course assumes you have a working knowledge of Excel fundamentals, however people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Cell Referencing

- Relative and Absolute References  
What's the difference?
- Relative References
- Absolute References
- Mixed References

### Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Creating Linked Workbooks
- Updating Links

### Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

### Lists, Tables and Subtotals

- Sorting Lists
- Filtering Lists
- Lists vs Tables
- Working with Subtotals



*This session was extremely beneficial to me, and Mark was an excellent instructor.*

*He made sure that everyone in the group was comfortable with a theory/idea before moving on, and was more than happy to take time and answer questions/give demonstrations.*

*Overall, this session was very useful, and I am glad that I attended.*

L. Young



# Microsoft Excel

## Building Excel Dashboards

Participants on this Microsoft Excel – Building Excel Dashboards half day course will gain hands-on experience in the set up an Excel Dashboard to provide analysis, insights and alerts for your business. You will prepare a calculation spreadsheet based on raw data, then add an interface to visualise your data. This fast paced course means you won't need to be away from the office for a full day.

The course assumes you have a solid working knowledge of Excel, those who are working with spreadsheets created by others will also benefit from attending this course.

### Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Dashboard Overview

- Exploring Excel Dashboards
- Dashboard Examples

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Creating Summary Sheets

- Using SumIF and SumIFs
- Using CountIF and CountIFs
- Summarising Data
- Working with Dynamic Data

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts

### Building the Dashboard

- Setting up a Visualisation
- Building Charts from Dynamic Data
- Setting up Validation
- Using Conditional Formatting
- Adding Sparklines



*Very helpful - I could incorporate and share real life scenarios and issues into the session. Enthusiastic instructor was great as he was genuinely interested in our learning and development.*

J. Hwang



# Microsoft Excel IF Functions & Conditional Formatting

Students on this Microsoft Excel – IF Functions and Conditional Formatting half day course will learn various ways to use one of Excel's most popular functions, the IF Function. You will explore Nested Functions and variations such as SumIF. You will then move on to work with Conditional Formatting to assist with data visualisation, all without having to be away from the office for a full day.

The course assumes that you have a working knowledge of the fundamentals of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Content

### IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

### Nested IF Functions

- Building Nested Functions

### Using IFEError

- Uses for the IFEError Function
- Applying the IFEError Function

### Using SumIF and CountIF

- Setting up SumIF Functions
- Creating CountIF Functions

### Conditional Formatting

- Applying Conditional Number Formatting
- Using Data Bars
- Using Colour Scales
- Using Traffic Lights for KPIs

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)



*Great course, really informative and friendly instructor.*

*Really appreciated that he had workplace experience and didn't just know the software.*

H. Mills



# Microsoft Excel Lookup and Reference Functions

Learners on this half day Microsoft Excel – Lookup and Reference Functions course will learn about some of the most common tasks in Excel, looking up specific information within data sets. Lookup and Reference functions including Vlookup are used to perform these tasks and you can learn the fundamentals without having to be away from the office for a full day.

The course assumes you have a working knowledge of Excel fundamentals, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Working with Range Names

- Naming Ranges
- Navigating with Range Names
- Using Range Names in Formulas
- Modifying Range Names

### Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

### Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

### Choose Function

- Using the Choose Function



*Brendon was great, made everyone feel comfortable and I felt really confident that I had a better understanding of Excel at the end of the class.*

*I'm keen to come back and learn more about how to create pivot tables using external data.*

A. Knight



# Microsoft Excel PivotTables

Participants on this Microsoft Excel – Pivot Tables half day course will gain hands-on experience and insights into the fundamental aspects of Pivot Tables, including preparing your spreadsheet and working with various Pivot Table options, all without the need to be away from the office for a whole day.

The course assumes a working knowledge of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Data Preparation

- Preparing Data
- Working with List Data
- Working with Tables

### Working with Text

- Cleaning up Text
- Converting Text to Columns
- Removing Duplicates
- Flash Fill
- Text Functions

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Advanced PivotTable Features

- Using Slicers
- Using PivotTable Options
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages

### PivotCharts

- Preparing the PivotTable
- Creating a PivotChart
- Modifying PivotCharts

### Consolidating PivotTables

- Consolidating Worksheets
- Assigning Multiple Data Ranges to a Field Name
- Analysing the Consolidated Information



*Brendon is excellent, he knows his stuff and is clearly passionate about teaching.*

*He is approachable and answered all our questions. He highlighted the most appropriate areas and always mentioned real life examples.*

D. Fonceca



# Microsoft Excel Managing Data

Students on this Microsoft Excel – Managing Data half day course will learn best practices for managing your Excel data, including the use of Outlining, before moving on to the What If Analysis tools to assist in planning and managing projections for your business.

The course assumes you have a good grasp of the fundamentals of Excel, those who are involved in business and project planning will benefit from attending this course.

## Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Overview of Managing Data

- Introduction to Managing Data

### Grouping and Outlining

- Creating Automatic Outlines
- Creating Manual Outlines
- Visible Cells Only Options

### Subtotals

- Setting up Subtotals
- Expanding and Collapsing Subtotals
- Removing Subtotals

### Data Consolidation

- Consolidating by Position
- Consolidating by Category

### What if Analysis

- Goal Seek
- Data Tables
- Scenario Manager
- Solver



*I have learned to save at least 50% of my day using the functions of Excel.*

B. Van Geysel



# Microsoft Excel Recording Macros and Templates

Learners on this Microsoft Excel – Recording Macros and Templates half day course will learn the foundations of Macro recording for automating repetitive Excel tasks, including setting up the recorder and adding Macros to Templates, all without having to be away from the office for an entire day.

The course assumes that you are already using Excel to create moderately complex worksheets and are comfortable with a variety of Excel functions.

## Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

### Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

### Buttons and Triggers

- Adding Buttons to Worksheets
- Adding Buttons to the Quick Access Toolbar

### Macros for PivotTables

- Creating Macros for PivotTable Work

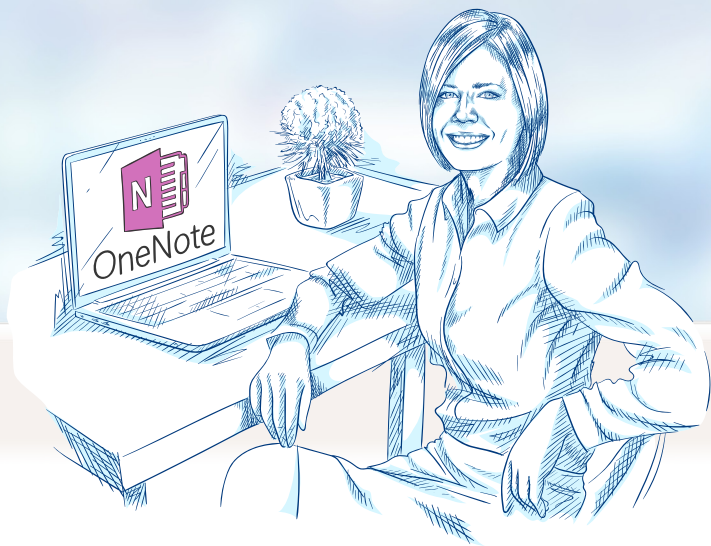
### Building Templates

- Building a Template
- Storing Templates
- Editing Templates



*Fantastic course! Brilliant presenter! Kept me interested for the entire course, amazed at how you can get Excel to work for you and not you work for it.*

D. Sioutkos



# Microsoft OneNote Introduction

Participants on this Microsoft OneNote Introduction half day course will gain an understanding of the fundamental principles of notetaking with OneNote, learning how to create and manage notebooks to store meeting notes, research and virtually any other business notes you need. Once your notebook is built you will explore the powerful search and organisation tools that OneNote offers.

The course assumes no prior knowledge of OneNote, however, people with limited exposure to the software and those who are self-taught or currently creating basic notebooks will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### OneNote Orientation

- The OneNote Interface
- Quick Access Toolbar
- The Ribbon
- Backstage View
- The Notebooks List

### Creating Notebooks

- Creating New Notebooks
- Creating Sections
- About Section Groups
- Creating Pages

### Adding Content to OneNote

- Creating Text Notes
- Copying and Pasting Content
- Attaching Files
- Adding Pictures and Screen Clippings
- Creating Links
- Printing and Sending to OneNote
- Using Web Clippers
- Adding Audio and Video

### Working with Linked Notes

- Using Linked Notes
- Starting Linked Notes
- Ending Linked Notes Session
- Viewing Linked Notes

### Using Quick Notes

- About Quick Notes
- Taking Quick Notes

### Formatting Notes

- About Formatting
- Formatting with Styles
- Using the Format Painter

### Tagging Notes

- Tagging Content
- Using Tags
- Customising Tags
- Finding Tagged Content

### Searching Notebooks

- Searching for Notes
- Searching the Current Page
- Using Quick Search
- Filtering Search Results
- Text Recognition in Pictures

### Sharing Notebooks

- About Shared Notebooks
- Starting a New Shared Notebook
- Setting Sharing Permissions
- Sharing an Existing Notebook

### The OneNote App

- Using the OneNote App
- The Ribbon
- OneNote App vs OneNote 2016

“*Friendly and approachable facilitator who made the learning process both informative and interesting. Bonus of a small class enabled full participation and interaction with the facilitator.*”

L. Ryder



# Microsoft Outlook Introduction

Participants on this Microsoft Outlook Introduction half day course will gain an understanding of the principles of electronic communications with Outlook, learning how to maintain email in addition to using the Calendar, Tasks and Contacts to manage your workflow. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Outlook, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Outlook Orientation

- Outlook Essentials
- Navigating the interface

### Working with Email

- Creating Emails
- Adding Attachments
- Flagging Messages
- Adding Signatures
- Email Options
- Creating Folders
- Searching Email

### Calendar

- Working with Calendar Views
- Adding Appointments
- Adding Meetings
- Adding Time Zones
- Sharing Calendars

### Contacts

- Contact Views
- Adding Contacts
- Editing Contacts

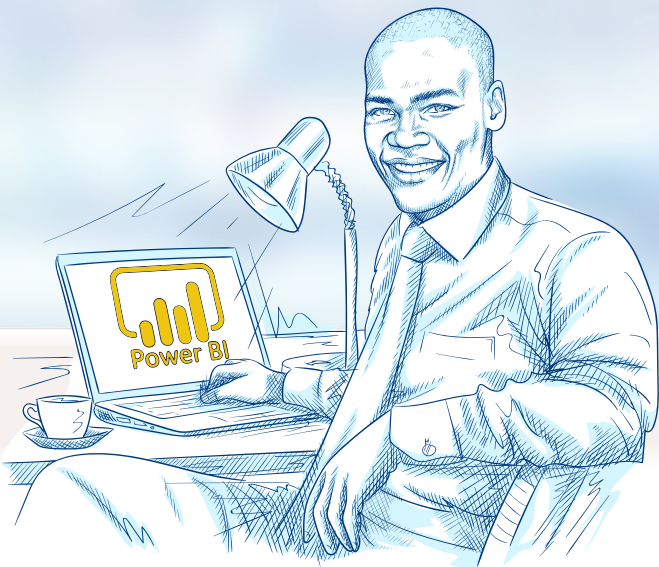
### Tasks

- Creating Tasks
- Task Views
- Assigning Tasks
- Marking Tasks as Complete

“ *The course answered all my questions. Mark was very good at explaining things, and being the one student I was very fortunate to have Mark explaining things to me 1 to 1.*

*The pace was good, and I really feel like I've learnt a lot that I can action back at work.*

C. May



# Microsoft Power BI Desktop Introduction

Participants on this feature packed Microsoft Power BI Desktop Introduction 1 day course will gain an understanding of the fundamental principles of BI software. Learn how to connect to data sources, then model and transform the data. Once your data is prepared, you will then create rich interactive visualisations and reports that can be shared with colleagues.

No prior knowledge of Power BI Desktop is required.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to BI

- What is Business Intelligence?
- Components of BI Software
- The Power BI Product Family

### Power BI Desktop Orientation

- What is Power BI Desktop?
- Setting up Power BI Desktop
- The Desktop Window
- Navigating Power BI Desktop

### Connecting to your Data

- Getting Data
- Connecting to Databases
- Connecting to Website Data
- Connecting to Excel Spreadsheets

### Transforming your Data

- About the Power Query Editor
- Removing and Filling Blanks
- Setting Column Headings
- Removing Columns
- Replacing Values
- Changing Data Types
- Trimming Text
- Editing Applied Steps

### Data Modelling

- About Relationships and Data Modelling
- Viewing Relationships
- Removing, Creating & Managing Relationships
- Hiding Tables
- Working with DAX
- Creating Calculations

### Creating Visualisations

- About Visualisations
- Using the Visualisations Pane
- Adding Report Pages
- Creating Tables
- Creating Cards
- Building Charts
- Working with Maps
- Custom Visualisations

### Using Filters

- Highlighting & Filtering Visualisations
- Defining Visual Interactions
- Using Spotlight & Focus Modes
- Setting Filter Levels
- Top N Filters

### Publishing Reports

- About Publishing
- Publishing a Report
- Using Power BI Service
- Sharing Reports



*A friendly facilitator who made the learning process both informative and interesting, it was also a bonus of a small class enabled full participation and interaction with the facilitator.*

● B. Summerville



# Microsoft PowerPoint Introduction

Participants on this Microsoft PowerPoint 1 day course will gain an understanding of the fundamental principles of PowerPoint, including creating presentations from templates, applying different layouts and formatting slides for presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of PowerPoint, however, you will also benefit from attending this course if you are currently editing presentations created by others.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### PowerPoint Orientation

- The PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

### Adding Graphics

- Working with Graphics
- Inserting Graphics
- Moving and Resizing Graphics

### Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

### Creating Slides

- Creating a Presentation
- Adding Slides
- Working with Slide Layouts
- Using Autofit

### Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

### Creating Tables and Charts

- Adding Tables to Slides
- Editing and Formatting Tables
- Creating Charts
- Adding Chart Data
- Modifying Charts

### Formatting Slides

- Formatting Text
- Formatting Bullets
- Using the Format Painter
- Adding Fill & Border Formatting

### Applying Themes

- Understanding PowerPoint Themes
- Applying Themes
- Changing Themes
- Modifying Theme Elements

### Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts

### Working with Slide Outlines

- Understanding Outlines
- Using the Outline Pane
- Creating an Outline
- Reordering Slides
- Using Slide Sorter View

### Working with Animations

- Animating Text
- Animating Objects

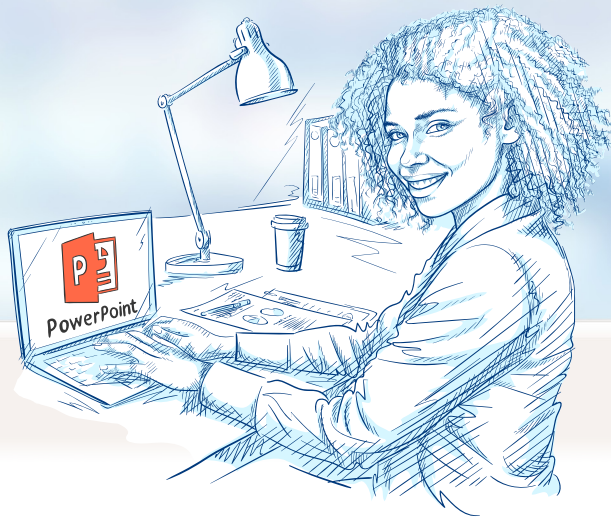
### Printing Slides

- Printing Handouts
- Adding Speaker's Notes
- Printing Speaker's Notes



***Fantastic Course which has definitely "doubled my productivity" when it comes to creating PowerPoint presentations.***

S. Taylor



# Microsoft PowerPoint Advanced Workshop

Participants on this Microsoft PowerPoint Advanced 1 day interactive workshop will build on their existing knowledge of the fundamental principles of PowerPoint to work with Advanced Animation settings, Custom Shows and the Presenter View. You will discuss your own presentations and receive tips on fine tuning. Get involved in the discussion, participation is the key!

The course assumes you have a working knowledge of PowerPoint, however, people who are self-taught or currently working with slides created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Intermediate/Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Slide Masters

- Viewing Slide Masters
- Modifying Masters
- Working with Placeholders
- Adding Slide Numbers

### Advanced Animations

- Applying Custom Animations
- Using the Animation Pane
- Effect Timing
- Reordering Animations

### Combining Shapes

- Grouping Shapes
- Merging Shapes

### Photo Album

- Creating a Photo Album
- The Album Dialog Box

### Zoom

- Using Zoom
- Creating a Summary Zoom

### Rehearse Timings

- Setting up the Slide Show
- Rehearsing Timing
- Recording the Slide Show

### Action Buttons

- Adding Action Buttons
- Action Button Settings

### Custom Shows

- Understanding Custom Shows
- Creating Custom Shows
- Running Custom Shows
- Linking Custom Shows

### Presenter View

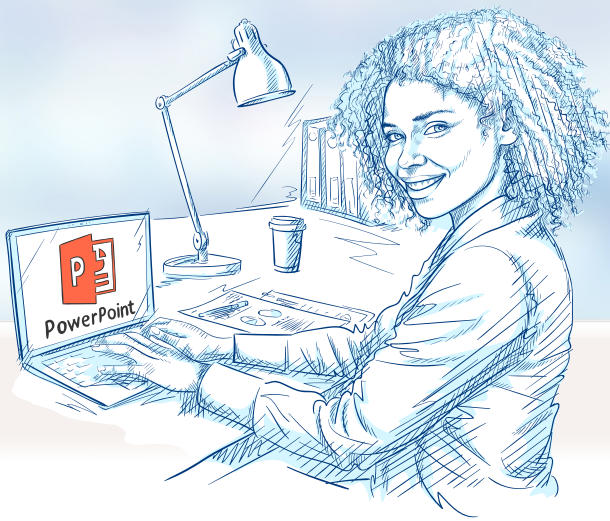
- About Presenter View
- Using Presenter View



*Great knowledge of advanced PowerPoint techniques.*

*Best outcomes were the relationship between PowerPoint and other Microsoft products.*

H. Nicholls



# Microsoft PowerPoint

## Getting Started with PowerPoint

Participants on this half day Microsoft PowerPoint – Getting Started with PowerPoint course will gain an insight into the fundamental aspects of PowerPoint without having to be away from the office for a full day.

The course assumes no prior knowledge of PowerPoint, however, people with limited exposure to the software and those who are working with presentations created by others will also benefit from attending this course.

### Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### PowerPoint Orientation

- Exploring the PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

### Creating Slides

- Creating a Presentation
- Adding Slides
- Working with Slide Layouts
- Using Autofit

### Formatting Slides

- Formatting Text
- Formatting Bullets
- Using the Format Painter
- Adding Fill and Border Formatting

### Adding Graphics

- Working with Graphics
- Inserting Graphics
- Moving and Resizing Graphics

### Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

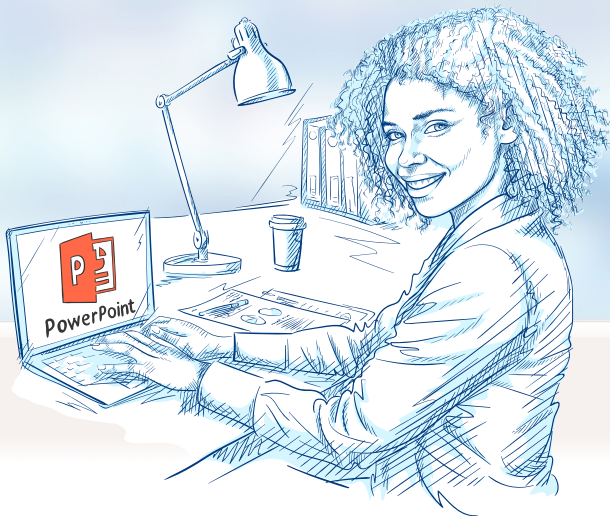
### Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts



*Great course run by very experienced and knowledgeable trainer who was able to answer all my questions thoroughly and clearly. It was excellent to be able to go into other topics that weren't PowerPoint related but were very helpful for my day to day tasks at work.*

S. Lyama



# Microsoft PowerPoint Animations with PowerPoint

Participants on this Microsoft PowerPoint – Animations with PowerPoint half day course will build on their existing skills by incorporating advanced animations before moving on to Slide Masters and setting up Custom Shows.

The course assumes that you have a working knowledge of PowerPoint, people with limited exposure to the software and those who need to build slides for others to present will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Working with Animations

- Animating Text
- Animating Objects

### Advanced Animations

- Applying Custom Animations
- Using the Animation Pane
- Effect Timing
- Reordering Animations

### Slide Masters

- Viewing Slide Masters
- Modifying Masters
- Working with Placeholders
- Adding Slide Numbers

### Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

### Rehearse Timings

- Setting up the Slide Show
- Rehearsing Timing
- Recording the Slide Show

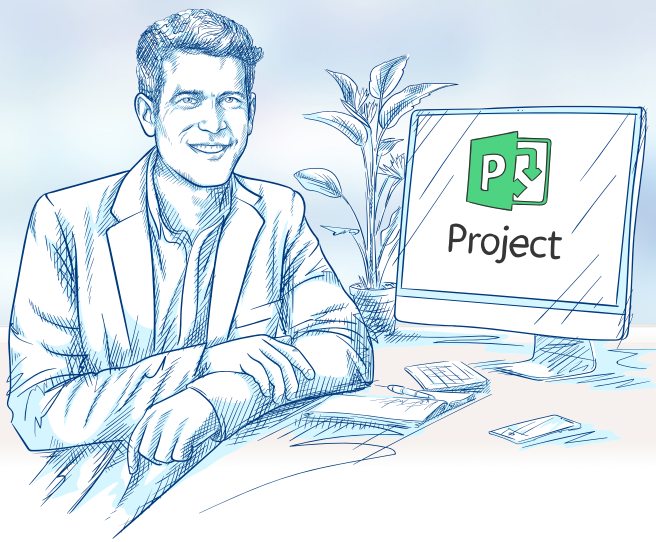
### Custom Shows

- Understanding Custom Shows
- Creating Custom Shows
- Running Custom Shows
- Linking Custom Shows



*Mark Finney was excellent. Very thorough and made the presentation easy to follow as well as entertaining. I really enjoyed the course, Thank You.*

J. Nedanovska



# Microsoft Project Introduction

Participants on this Microsoft Project Introduction 1 day course will gain an understanding of the fundamentals of Microsoft Project, including creating a project, entering tasks, durations, constraints, resources and tracking of the project to name a few.

The course assumes no prior knowledge of Project or project management principals, however, people with limited exposure to the software will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Getting Started with Project

- What is Microsoft Project?
- Working with Gantt Charts
- Project's Window, View & Menus
- Project Table Basics
- Getting Help

### Tasks, Durations & Milestones

- Entering Tasks
- Creating Subtasks
- Task Durations
- Creating Milestones

### Using Resources

- What are Resources?
- Creating Resources
- Resource Working Times
- Rates
- Assigning Resources

### Project Setup

- Editing File Properties
- Start and Finish Dates
- Base Calendar Types

### Manipulating Tasks with Constraints

- What are Constraints
- Adding Constraints

### Tracking Projects

- Creating A Baseline
- Using Tracking Views
- Updating Tasks
- Tracking Gantt Chart

### Project Views

- What are Project Views
- Changing Views
- Splitting the Window

### Task Relationships

- Types of Relationships
- Creating & Changing Relationships
- Lags and Leads

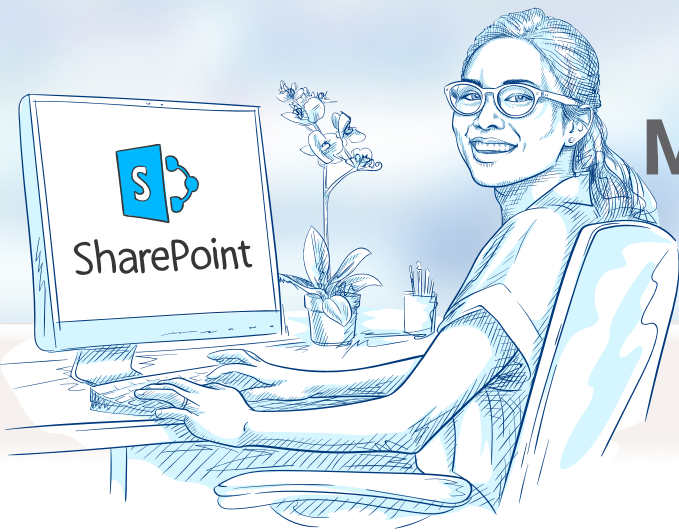
### Printing & Reports

- Viewing and Printing Reports
- Using Print Preview
- Using Prebuilt Reports

**“** *Instructor's pace was at the right level for training and ensured we understood each learning topic before continuing.*

*Linked back to workplace to ensure we adapted into our daily use and explained each topic clearly.*

N. Morriss



# Microsoft SharePoint Introduction

Participants on this Microsoft SharePoint Introduction 1 day workshop will gain an understanding of the fundamentals of SharePoint and you will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of SharePoint, however, you should be familiar with the Windows environment and using the Internet. People with limited exposure to the software and those who are currently working on sites created by others will also benefit from attending this workshop.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to SharePoint

- What is SharePoint
- User Account Basics
- What are Lists and Libraries
- Accessing a SharePoint Site
- The SharePoint Interface
- Displaying All Content from Within Your Site

### Security, Groups & Permissions

- Default Permission Groups
- Assigning Permission Levels
- Best Practices for Planning Permissions
- Understanding Inheritance
- Site Permissions
- Creating a Group
- Viewing Permissions

### Creating Subsites

- Creating a Subsite
- Setting Up Groups for New Subsites
- Your New Team Site
- Deleting Subsites

### Working with Pages

- Pages Overview
- Editing a Web Part Site Page
- Checking Out a Page

### Creating Lists & Libraries

- Library and List Overview
- Creating Libraries
- Manage Permissions for a Library
- Creating Lists
- Sorting and Filtering Libraries and Lists
- Libraries and Lists Views
- Changing Views

### Working with Documents

- Documents Overview
- Creating New Documents in a Library
- Opening Documents from Document Library
- Checking Document Out and In
- Emailing a Link
- Creating an Alert
- Deleting Files
- Restoring a Deleted File

### Dealing with Version History

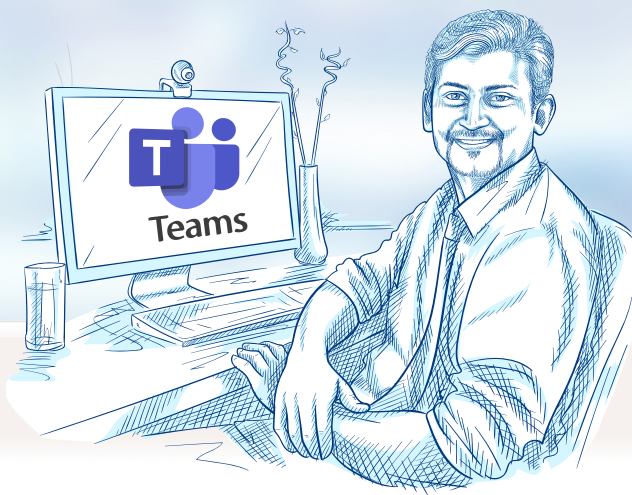
- Document Versions
- Enabling and Configuring Versioning
- View, Restore, or Delete an Earlier Version
- Publishing as a Major Version
- Restoring and Permanently Deleting Files

### Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents
- Working with Calendars
- Connecting to Microsoft Outlook
- Disconnecting Calendars

“ **Brendon presented a very good course, well-paced and enjoyable.** ”

P. Turner



# Microsoft Teams Introduction

Participants on this feature-packed Microsoft Teams Introduction 1 day course will gain an understanding of the fundamental principles of Teams, creating Teams and Channels, and participating in discussions using Chat and Meetings. You'll then create documents and other content before exploring co-authoring and other collaboration tools.

You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Teams is required, participants who are self-taught or currently using Teams and Channels created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to Teams

- What is Teams
- Account Basics
- The Teams Interface
- Log in to Teams

### Creating a Team

- Create a Team
- Manage Teams
- Adding Members
- Setting Permissions
- Join or Leave a Team

### Working with Channels

- Default Channels
- Adding Standard Channels
- Adding Private Channels

### Team Conversations

- Starting a Conversation
- Formatting Messages
- Replying to Messages
- Using @Mentions
- Bookmarking Messages

### Private Chats

- What's the Difference?
- Starting a Chat
- Notifications
- Setting Availability

### Team Meetings

- Scheduling Meetings
- On Demand Meetings
- Meeting Controls
- Sharing your Screen

### Sharing Files

- Add Files to Conversations
- Uploading Files
- Collaborating on Documents

### Using a Team Wiki

- Adding Tabs
- Renaming Tabs

### Using Search

- Basic Search
- Searching Files
- Filtering Search Results

### Microsoft Planner

- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams

**“ I thought there wasn't much in Teams, I was wrong, I learned a lot from this course, more than I thought. ”**

A. Masoomah



# Microsoft Visio Introduction

Participants on this feature packed Microsoft Visio Introduction 1 day course will gain an understanding of the fundamental principles of Visio, creating a variety of business diagrams using Visio's extensive array of templates and stencils, working with shapes and connectors as well as editing and formatting diagrams for presentation. You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Visio is required, participants who are self-taught or currently using diagrams created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Visio Orientation

- Exploring the Visio Interface
- Finding and Using Commands
- Using Templates

### Working with Templates

- Creating Diagrams from Templates
- Using Stencils
- Understanding Visio Shapes
- Searching for Shapes

### Working with Shapes

- Using Smart Shapes in Visio

### Page Setup

- Understanding Visio Pages
- Setting up your Page
- Dimensions and Scales
- Foreground/Background Pages

### Creating Flow Charts

- About Flowcharts
- Basic Flowcharts
- Adding Flowchart Shapes
- Working with Shape Properties
- Using Connectors
- Cross-Functional Flowcharts

### Creating Organisation Charts

- About Organisation Charts
- Creating Organisation Charts from Scratch
- Using the Organisation Chart Wizard

### Using Connectors

- About Connectors
- Working with Connection Points

### Workshop – Creating Diagrams

- About Diagrams
- Brainstorming Diagrams
- Network Diagrams
- Timelines
- Gantt Charts

**“ Well-paced course - facilitator was excellent and I learned a lot more than I expected to. ”**

E. Hayes



# Microsoft Word Introduction

Participants on this Microsoft Word Introduction 1 day course will gain an understanding of the fundamental principles of Word, including creating business documents from templates, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Word, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Word Orientation

- Exploring the Word Interface
- Finding and using Commands
- Using the Ribbon
- Moving around the Document
- Changing Document Views

### Editing Documents

- Opening Documents
- Selecting Text
- Inserting and Deleting Text
- Understanding Smart Tags
- Using Cut, Copy and Paste
- Working with Page Breaks
- Using Find and Replace
- Undo and Redo

### Creating Documents

- Creating Blank Documents
- Using Templates
- Save vs Save As

### Formatting Documents

- Understanding Formatting
- Using the Ribbon
- Character Formatting
- Paragraph Formatting
- Using Dialog Boxes
- The Format Painter
- Using F4
- Page Formatting

### Working with Tables

- Using Tables
- Creating Tables
- Adding Content to Tables
- Adding Rows and Columns
- Resizing Tables
- Adding and Removing Borders

### Using Proofing Tools

- Using the Spelling and Grammar Checker
- Automatic Spell Checking
- Using the Thesaurus
- Using Autocorrect
- Setting Autocorrect Options
- Creating Autocorrect Entries

### Printing

- Using Print Preview
- Working with Print Settings
- Page Setup



**Mark, thank you so much for the information and practical instruction provided today. I have been shown all the tips, tricks and attributes in that have eluded me when I was busy working on troublesome Word documents.**

**I intend to put the information given today into practice.**

J. Delmenico



# Microsoft Word Intermediate

Participants on this Microsoft Word Intermediate 1 day course will build on their existing knowledge of Word to gain an in-depth understanding of Bullets and Numbering, Tabs and Styles before moving on to the relationship between Sections and Headers and Footers. You will also be shown tips and shortcuts for working even more efficiently with your Word documents.

The course is designed for those who already have a solid grasp of the underpinning principles of Word and are seeking to further advance their knowledge and skills.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Creating Lists

- Creating a Bulleted List
- Create a Numbered List
- Using Multi-Level Numbering
- Modifying Lists

### Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Different First Page Options

### Tables and Linking

- Adding Tables
- Merging and Splitting Cells
- Linking to Excel Tables

### Using Tabs

- Types of Tabs
- Setting up Tabs with the Ruler
- Using the Dialog Box

### Using Styles

- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Inserting Screenshots
- Adding and Deleting Watermarks

### Quick Parts

- Using Quick Parts and Autotext
- Saving Autotext Entries
- Inserting Autotext
- Modifying Autotext

### Table of Contents

- Creating a Table of Contents
- TOC Options
- Modifying a TOC

### SmartArt

- Using SmartArt
- Working with Organisation Charts

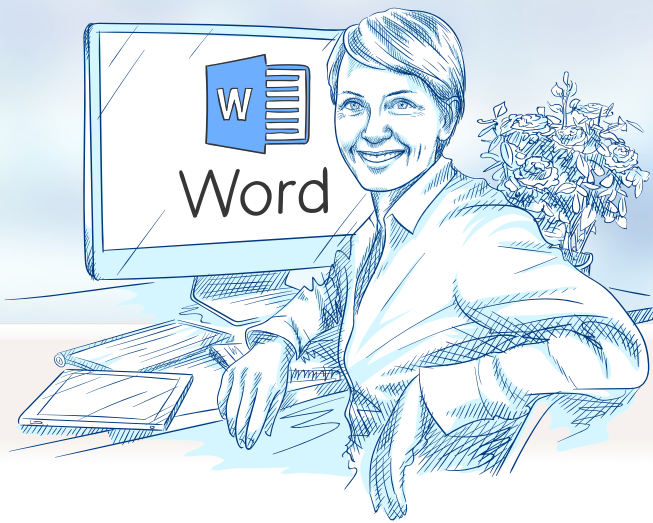
### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

**“ I've was very impressed with the course and also the facilitator and have learnt a lot in a short space of time that is valuable to me on an everyday basis.**

**I will highly recommend to my colleagues and looking forward to passing on my newly acquired knowledge!**

J. Brown



# Microsoft Word Advanced

Participants on this Microsoft Word Advanced 1 day course will build on their existing knowledge base to create more complex documents incorporating Indexes and building Templates, as well as using Fields to capture and display information.

The course is designed for those who are already creating document layouts and wish to explore more advanced tools for working with longer documents and improving document workflow.

## Course Details

Skill Level:	<b>Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Adding an Index

- Marking Index Entries
- Using a Concordance File
- Building an Index
- Index Styles
- Modifying the Index

### Building Templates

- Creating a Template
- Saving Templates
- Adding Styles to a Template
- Modifying a Template

### Working with Forms

- Creating Form Fields
- Using Form Controls
- Protecting Forms
- Distributing Forms

### Adding Bookmarks

- Tagging content for Bookmarks
- Creating Bookmarks
- Navigating with Bookmarks

### Working with Fields

- Field Switches
- Filename and Path Fields
- Fillin Fields
- Set and Ref Fields
- StyleRef Fields

### Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros

### Tracking Changes

- Setting up Tracking Changes
- Protecting Documents
- Reviewing Tracked Changes
- Accepting & Rejecting Changes
- Comparing and Combining Documents

### Creating Cross-references

- Creating Cross-references
- Updating Cross-references



*Enjoyed the training session and picked up some really valuable tips.*

B. Denison



# Microsoft Word

## Getting Started with Word

Participants on this Microsoft Word – Getting Started with Word half day course will gain insights into the fundamental elements of Word to be up and running quickly without having to be away from the office for a full day.

The course assumes no prior knowledge of Word, however, people with limited exposure to the software and those who are currently editing documents created by others will also benefit from attending this course.

### Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Word Orientation

- Exploring the Word Interface
- Using the Ribbon
- Changing Document Views

### Editing Documents

- Opening Documents
- Selecting Text
- Using Cut, Copy and Paste
- Undo and Redo

### Creating Documents

- Creating Blank Documents
- Using Templates

### Formatting Documents

- Understanding Formatting
- Character Formatting
- Paragraph Formatting
- The Format Painter

### Printing

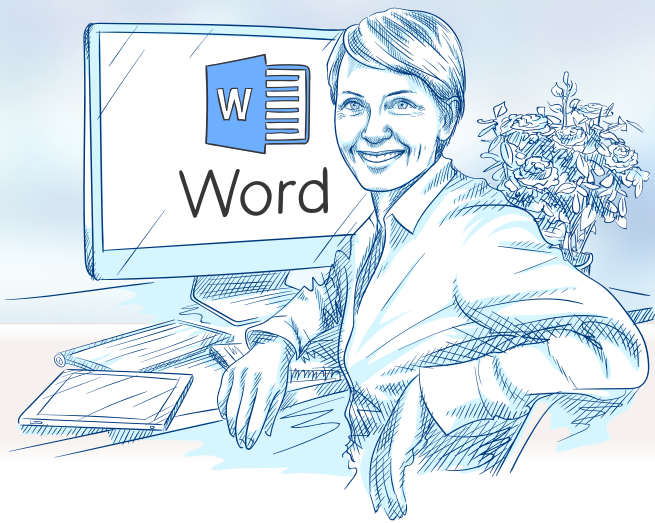
- Using Print Preview
- Working with Print Settings
- Page Setup



*I really appreciated the hints and tips in addition to the content of the course.*

*The information was presented to me as it would relate to my role as an instructional designer.*

D. Woolard



# Microsoft Word Building Word Templates

Participants on this Microsoft Word – Building Word Templates half day course will learn how to set up Templates in Word. You will explore the advantages of using Templates for layout, as well as integrating tools such as Quick Parts to assist with consistent data entry.

The course assumes a good knowledge of Word. The course is suitable for participants who are creating moderately complex documents, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Document Properties

- Overview of Document Properties
- Adding and Modifying Document Properties

### Working with Forms

- Creating Form Fields
- Using Form Controls
- Protecting Forms
- Distributing Forms

### Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Using Headers and Footers with Section Breaks
- Different First Page Options

### Quick Parts

- What are Quick Parts?
- Using Quick Parts and Autotext
- Saving Autotext Entries
- Inserting Autotext
- Modifying Autotext

### Building Templates

- Creating a Template
- Saving Templates
- Adding Styles to a Template
- Modifying a Template

### Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics



*This is my second class with Mark and I can honestly rate him as one of the best trainers I have had.*

*He is more than willing to help with everything and answered all of my questions with confidence and surety.*

S. Hohneck



# Microsoft Word Creating Eye Catching Documents

Participants on this Microsoft Word – Creating Eye Catching Document half day course will learn how to create visually appealing documents using a variety of techniques in Word. You will find that you don't necessarily need desktop publishing software to achieve great results.

The course assumes a basic knowledge of Word, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

### SmartArt

- Using SmartArt
- Organisation Charts
- Adding Diagrams
- SmartArt Themes

### Inserting Watermarks

- Adding Watermarks
- Modifying Watermarks
- Deleting Watermarks

### Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics

### Screenshots

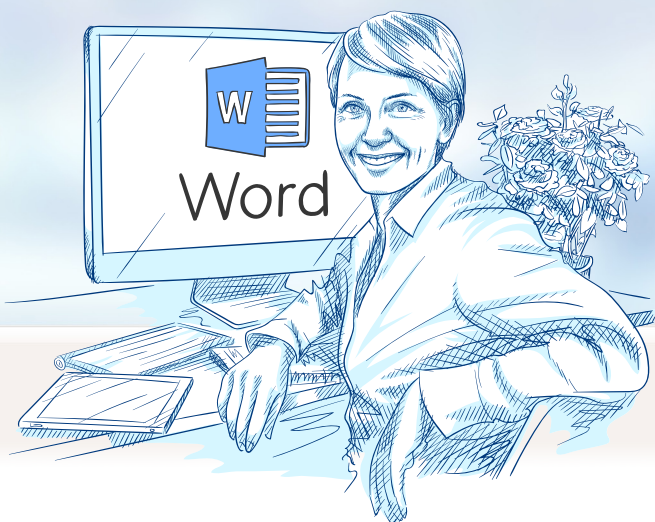
- Inserting Screenshots



*Very worthwhile. Learned lots of time-saving techniques which will apply to other areas of the Office suite.*

*Have learned tips I am looking forward to sharing with other members of my team.*

F. Cylich



# Microsoft Word Fast Formatting with Styles

Participants on this half day Microsoft Word – Fast Formatting with Styles course will explore techniques to quickly and efficiently apply formatting using Word Styles. You will also learn to aid document navigation by using a Table of Contents.

The course assumes a basic knowledge of Word, however, people with limited exposure to the software and those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Using Tabs

- Types of Tabs
- Setting up Tabs with the Ruler
- Using the Dialog Box

### Using Styles

- Advantages of Using Styles
- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Tables and Linking

- Adding Tables
- Merging and Splitting Cells
- Linking to Excel Tables

### Creating Lists

- Creating a Bulleted List
- Create a Numbered List
- Using Multi-Level Numbering
- Renumbering
- Modifying Lists
- Removing Bullets and Numbers

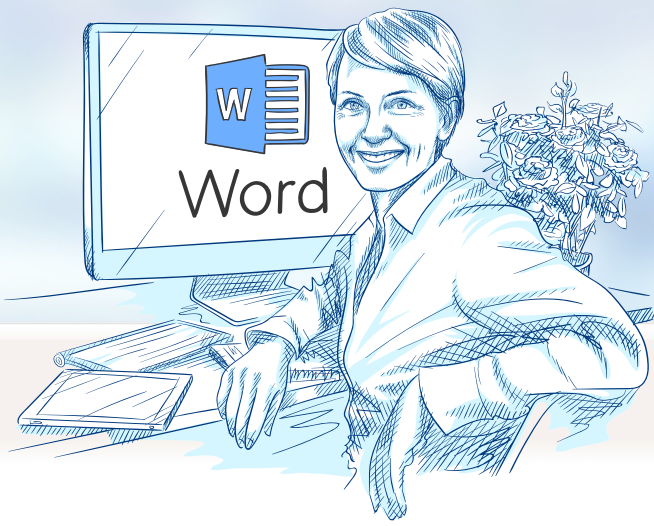
### Table of Contents

- How Styles work with a TOC
- Creating a Table of Contents
- TOC Options
- Modifying a TOC
- Navigating using a TOC
- How a TOC works with PDF



*Mark was a wonderful trainer, who was very patient and demonstrated some great and very relevant hints, tricks and processes that I will be able to immediately implement in my daily work. He was very professional and easy to follow when carrying out exercises and examples. I really enjoyed my day!*

G. Kendall



# Microsoft Word Mail Merge and Macros

Participants on this Microsoft Word – Mail Merge and Macros half day course will learn the fundamental techniques of Mail Merge before moving on to advanced tools such as the use of fields to refine the mail merge.

In addition, you will explore Macros to help automate repetitive tasks.

The course assumes a basic knowledge of Word, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Setting up Mail Merge

- Beginning a Mail Merge
- Using Excel for Mail Merge Data
- Previewing Merge Letters

### Advanced Mail Merge

- Selective Merge Records
- Filtering
- IF Then Else Fields
- Include Text Fields
- Mail Merge to Email

### Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros



*Mark was a great facilitator and made everyone feel very comfortable and involved. He explained the concepts extremely clearly and well.*

J. Chaitowitz



# Microsoft Word Dealing with Long Documents

Participants on this half day Microsoft Word – Dealing with Long Documents course will learn the best ways to work with long documents in Word. You will explore the advantages of using Outlining to create and modify your documents before moving on to work with Tables of Contents and Sections.

The course assumes a good knowledge of Word. The course is suitable for participants who are creating moderately complex documents, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Using Styles

- Advantages of Using Styles
- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Table of Contents

- How Styles work with a TOC
- Creating a Table of Contents
- TOC Options
- Modifying a TOC
- Navigating using a TOC
- How a TOC works with PDF

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

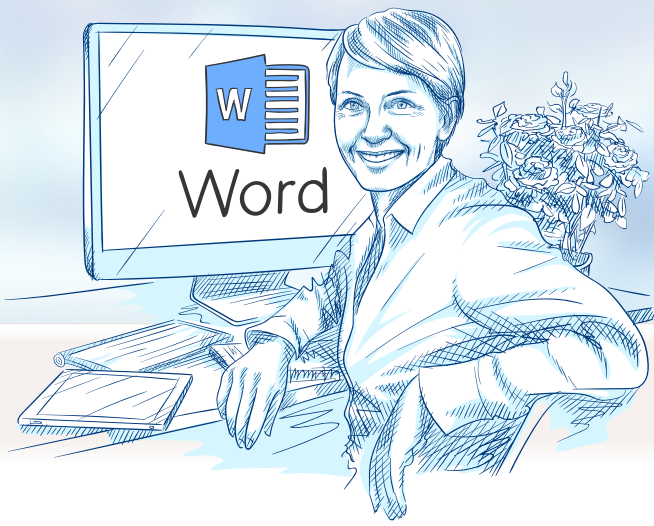
### Outlining

- Using the Navigation Pane
- Creating documents using Outline View
- Working with Outline View
- Promoting and Demoting Content



*Our training consultant went above and beyond with our training, teaching additional things outside of the outlined course.*

A. Blet



# Microsoft Word Working Inside Long Documents

Participants on this Microsoft Word – Working Inside Long Documents half day course will learn the best ways to work with long documents in Word. You will explore the advantages of using Comparing and Combining Documents to create and modify your documents in conjunction with Table of Figures, Adding Indexes and Creating Cross-references.

The course assumes a good knowledge of Word. The course is suitable for participants who are creating moderately complex documents, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Using Headers and Footers with Section Breaks
- Different First Page Options

### Adding an Index

- Marking Index Entries
- Using a Concordance File
- Building an Index
- Index Styles
- Modifying the Index

### Comparing and Combining Documents

- Using Legal Blackline
- Combining Documents
- Dealing with Version Control

### Table of Figures

- Inserting Captions for Graphics
- Adding a Table of Figures

### Creating Cross-references

- Creating Cross-references
- Updating Cross-references



*Excellent course content and very easy to follow.*

*Trainer made learning and example simply and easy to follow.*

J. Fitzpatrick



# Adobe Creative Cloud Introduction

Participants on this 2 day Adobe Creative Cloud Introduction course will gain an understanding of the fundamental principles of the three main Adobe Creative Cloud programs, Illustrator, InDesign and Photoshop. You will gain a solid foundation of skills in each package upon which to build.

The course is aimed at those who need to pick up work created by others, such as Ad Agencies, and make changes to files, saving time on having to wait for the agency to make the amendment.

This course assumes no prior knowledge of any Creative Cloud package.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### The Creative Cloud

- Understanding Workspaces
- Understanding Panels
- Displaying and Hiding Panels
- Working with the Control Panel
- Navigating with the Hand Tool
- Navigating the Document
- Using the Zoom Tool

### Essential Techniques

- The Selection Tool
- Understanding Smart Guides
- Moving, Copying & Deleting Objects
- Grouping and Ungrouping
- Locking and Unlocking Objects
- Alignment and Distribution

### Applying Colour

- Colour Modes
- Applying Colour to Objects
- Spot vs Process Colour
- Managing Swatches

### Document Setup

- New Document Options
- Creating Print & Web Document
- Saving Documents
- Grids, Guides and Rulers

### Drawing with Vectors

- Drawing Paths
- Tips for Drawing Curves
- Editing, Manipulating and Modifying Paths
- Adding and deleting Anchor Points
- Splitting Cutting and Erasing Paths

### Working with Layers

- Building a Multi Layered Document
- Adding Transparency
- Moving, Scaling and Rotating Layers
- Locking and Protecting Layers

### Printing and Saving

- Printing from the Program
- The Save for Print and Web
- Image Compression and Optimisation

### Working with Graphics

- Different File Formats
- Placing Multiple Graphics

“ *This was a great course, it help introduce me to three of the main Adobe package that I need to use. I can now go away and build on what I have learnt. I hope to come back again.* ”

S. Wright

# Adobe Creative Cloud Introduction

## Adobe Illustrator

### Illustrator Essentials

- The Illustrator Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

### Organising your Artwork

- Introducing Multiple Artboards
- Editing the Artboard Size

### Artwork Components

- Rulers, Guides & Grids
- Intuitive Smart Guides
- Paths, Point and Handles

### Creating Basic Shapes

- Using the Shaper Tool
- Creating Primitive Shapes
- Creating Polygons, Stars and Spirals
- Drawing Lines

### Working with Type

- Using Type Tools
- Using the Character and Paragraph Panel
- Creating Outlines from Text
- Type on a Path

## Adobe Photoshop

### Photoshop Essentials

- The Photoshop Interface
- Exploring Panels & Workspaces
- Useful Shortcuts
- The History Panel
- Snapshots

### Starting with Images

- Creating New Documents
- Cropping & Rotating
- Changing Image Sizes
- Upsampling & Downsampling Images

### Working with Selections

- Lasso and marquee Tools
- Quick Selection and Magic Wand Tools

### Correcting Images

- Understanding Image Histograms
- Using the Levels Command

### Retouching Techniques

- The Clone Tools
- Healing Brush Tools

## Adobe InDesign

### InDesign Essentials

- The InDesign Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

### Laying Out Pages

- Creating a New Document
- Adjusting Margins & Columns
- Using Rulers, Grids and Guides

### Working with Text

- Placing text
- Selecting and editing text
- Handling missing fonts
- Character Level Formatting
- Paragraph Level Formatting

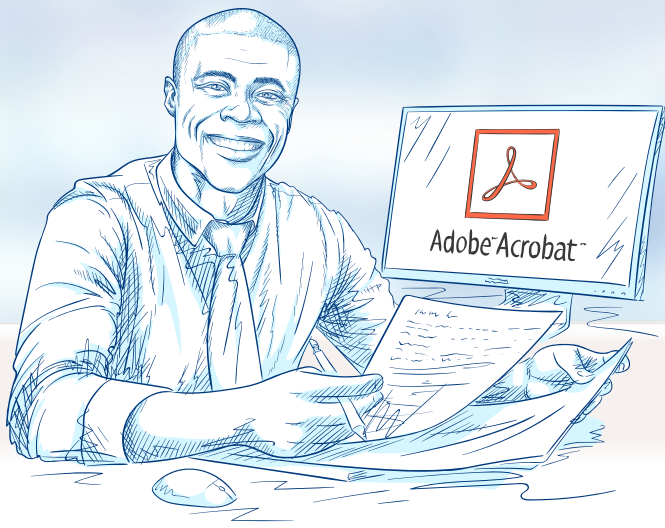
### Placing Text in InDesign

- Threading and unthreading frames
- The Auto-Fit text function
- Flowing text through frames

### Working with Graphics

- Placing Multiple Graphics
- Wrapping Text Around Images
- Understanding Fitting Options





# Adobe Acrobat Introduction

Participants on this Adobe Acrobat Introduction 1 day course will gain an understanding of the principles of Acrobat and the PDF process. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Acrobat, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Acrobat Orientation

- The Acrobat Interface
- Using Menus and Toolbars
- Using the Panels Area
- Using the Navigation Pane

### Navigating PDFs

- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Multiple Documents
- Printing a PDF

### Creating PDFs

- Using The PDF Printer Driver
- Acrobat PDFMaker
- From Microsoft Office Files
- From Windows Explorer
- From Web Pages
- Using Distiller
- Using Batch Mode
- From Clipboard
- Creating PDFs from a Scanner

### Combining Documents

- Merging Multiple Files
- Creating a PDF Portfolio
- Working with a Portfolio

### Modifying PDFs

- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Moving and Rotating Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Editing Text
- Placing Images
- Reducing File Size

### Bookmarks

- Creating Bookmarks
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance
- Bookmark Actions

### Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links to Another PDF

### Working Collaboratively

- Adding Sticky Notes
- Using the Annotations Tools
- Inserting Digital Identity Stamps
- Initiating an Email Review
- Returning a Reviewed PDF
- Summarising Comments

### Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Advanced Search
- Securing Your Documents
- Adding Permissions Passwords



**Mark was a great trainer, he knew his material and was passionate about sharing it with us. He was also very good at assessing our skills and needs and adjusting the pace of the course accordingly.**

A. Whelen



# Adobe Illustrator Introduction

Participants on this Adobe Illustrator Introduction 1 day course will gain an understanding of the fundamental principles of Illustrator, including document setup and selection techniques, before working with layering to achieve image effects.

You will gain a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Illustrator, however people with limited exposure to the software or those who are using images created by others will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### The Illustrator User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- The Artboard
- Understanding Preferences

### Managing & Creating Artboards

- Understanding Document Presets
- Understanding and Creating Artboards
- Introducing Multiple Artboards
- Editing the Artboard Size
- Aligning & Distributing Artboards

### Creating Basic Shapes

- About Illustrator Shapes
- Basic Shape Tools
- Creating Squares, Circles, Polygons and Stars
- Using the Shape Builder Tool
- Using the Selection & Direct Select Tools
- Duplicating Shapes
- Applying Default Fill and Stroke
- Basic Grouping of Shapes

### Dealing with Multiple Objects

- Rulers, Guides and Grids
- Intuitive Smart Guides
- Align and Distribute Shapes
- Working with Isolation Mode

### Applying Colour

- Colour Modes
- Applying Colour to Shapes
- Spot vs Process Colour
- Managing Swatches
- Creating Colours and Swatches
- Using Pantone Libraries

### Drawing in Illustrator

- Drawing Tools
- Drawing Paths
- Editing and Modifying Paths
- Adding & Deleting Anchor Points

### Working with Type

- Using Type Tools
- Creating Point Textboxes and Area Textboxes
- Using the Character and Paragraph Panel
- Creating Outlines from Text

### Saving and Exporting

- Artwork Native Formats
- Saving in Illustrator Format
- Saving as a JPEG
- Export as a PNG
- Saving Files as SVG
- Save Artboards as PDFs

“*The trainer has a true talent for communicating and negotiating where the outcome is beneficial for all involved. I highly recommend Keystroke Learning for any computer based training.*”

S. Richards



# Adobe Illustrator Intermediate

Participants on this 1 day Adobe Illustrator Intermediate course will delve deeper into Illustrator, working with libraries and collaborative tools. More advanced features such as transform, masks and tracing will also be covered.

The course assumes prior knowledge of Illustrator, however people with limited exposure to the software or those who are using illustrations created by others will also benefit from this course.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### The Transform Tools

- Scaling, Rotating, Reflecting & Shearing Objects
- Changing Object Perspectives
- The Distortion Tools
- Distorting Objects

### Creating Patterns

- Different Types of Patterns
- Creating & Applying Pattern
- Scaling & Moving Patterns
- Editing a Pattern

### Brushes and Symbols

- The Brushes Panel
- Understanding Brush Libraries
- Applying Brush Stroke to a Path
- Creating Different Brushes
- Using the Eraser Tool

### Creating Complex Shapes

- Understanding Pathfinder
- Creating & Modifying Compound Shapes
- Cutting and Dividing Objects

### Using Effects

- Understanding & Using Effects
- Understanding 3D Effects
- Understanding the Appearance Panel

### Graphics & Clipping Masks

- Placing imported graphics
- Linked vs embedded images
- Understanding Clipping Masks
- Creating a Clipping Mask

### Tracing Images

- The Image Trace Panel
- Using Image Trace
- Expanding Paths in a Traced Image

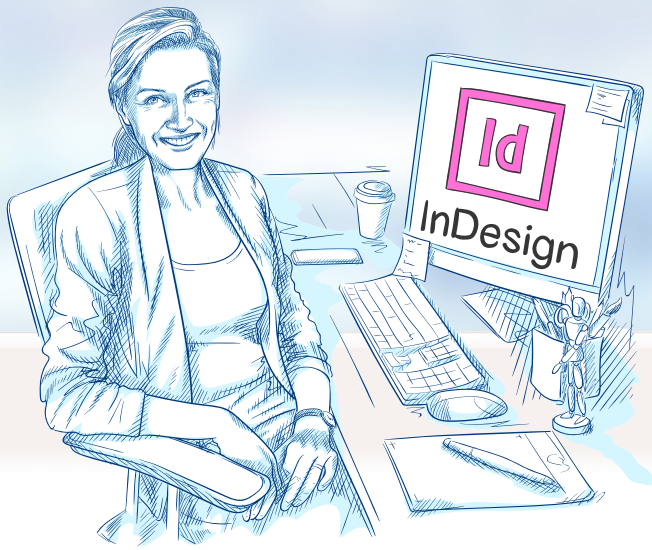
### Live Paint

- Creating LivePaint Groups
- Painting LivePaint Objects
- Detecting Gaps
- Modifying LivePaint Groups



*Brendon is very knowledgeable on Illustrator, his ability to cater the training sessions to each user's needs is fantastic.*

R. McBride



# Adobe InDesign Introduction

Participants on this 1 day Adobe InDesign Introduction course will gain an understanding of the fundamental principles of InDesign, setting up documents for consistent layout, before working with text, graphics, and other elements to create eye catching content ready for print. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### The InDesign User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- Understanding Preferences

### Using Colour

- Understanding Colours
- Colour Models & Colour Gamut
- The Swatches Panel
- Process, Tints & Spot Colours
- Sampling Colours

### Working with Styles

- Understanding Styles
- Creating Paragraph Styles
- Applying Styles
- Style Overrides

### Setting up Documents

- Document Presets
- About Margins and Columns
- Rulers and Guides
- Understanding Bleed and Slug

### Creating Objects

- About InDesign Objects
- Basic Shape Tools
- Creating Shapes
- Applying Fill and Stroke
- Arranging Shapes
- Grouping Shapes
- Align and Distribute Objects
- About QR Codes

### Creating Tables

- Understanding Tables
- Creating Tables
- Importing Tables
- Table Formatting

### Adding Images

- Understanding File Formats
- Image Placement
- About Frame Fitting Options
- Understanding Text Wrapping

### Publishing and Save Options

- Preflighting Files
- Exporting to PDF
- Using the Packaging Tools
- Package Settings

### Simple Text Formatting

- Understanding Text Formatting
- Character Formatting
- Paragraph Formatting

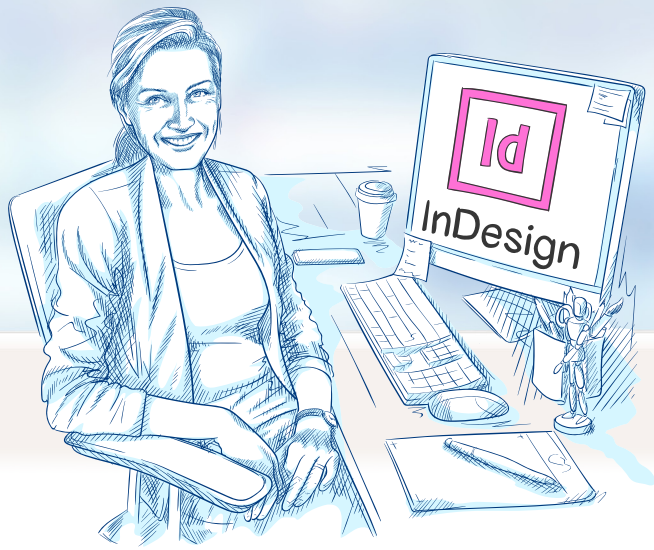
### Working with Text

- Creating Text Frames
- Using Placeholder Text
- Placing (Importing) Text



*Brendon thought on his feet at every turn and explained all queries very well. Well presented, well explained, friendly and relaxed.*

K. Stanton



# Adobe InDesign Intermediate

Participants on this Adobe InDesign Intermediate 1 day course will delve deeper into InDesign, exploring advanced formatting options using paragraph and object styles, before working with long documents and liquid layout features.

The course assumes prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Working With Master Pages

- Creating Master Pages
- Inserting Auto Page Numbering
- Applying a Master Page
- Deleting Pages

### Working With Colour

- Colour Basics
- Selecting Colours Using the Eyedropper
- Creating a Gradient
- Removing Colour from Gradients

### Creating Complex Shapes

- Creating Frames and Shapes
- Transforming Shapes
- Merging Shapes Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Aligning and Distributing Objects
- Grouping Objects
- Creating an Outline

### Formatting Objects

- Applying Corner Effects,
- Transparency & Gradient to an Object
- Using the Eyedropper to Copy Formatting
- Creating & Applying Object Styles
- Deleting Styles and Style Groups

### Working with Tables

- Creating a Table
- Entering Text in a Table Cell
- Adjusting a Table
- Formatting Text in a Table

### Applying Styles

- Character and Paragraph Styles
- Creating, Editing and Applying Styles

### Tables of Contents

- Understanding TOC
- Inserting & Formatting TOC
- Creating a TOC Style
- Updating a TOC

### Alternate Layouts

- Understanding Alternate Layouts
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Creating an Alternate Layout

### Creating Simple E-Pub Files

- Understanding Digital Documents
- Interactive Navigation Tools
- Adding Animation
- Interactive Objects
- Exporting to EPUB

“ **Good to have a small group so that we could all ask questions (and occasionally digress).**

**This course will help me in my workplace to be more proficient and efficient. I love the short cuts.**

A. Kaszubski



# Adobe Photoshop Introduction

Participants on this 1 day Adobe Photoshop Introduction course will gain an understanding of the fundamental principles of Photoshop, including navigating, working with Images and Layers and exploring Image retouching. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Photoshop, however people with limited exposure to the software and those who are self-taught you will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Photoshop Essentials

- The Photoshop Interface
- Navigation Tools
- The History Panel
- Snapshots

### Digital Image Basics

- Image Resolution, Dimensions and File Size
- Understanding Colours
- File Formats

### Starting with Images

- Creating New Documents
- Cropping & Rotating
- Changing Image Sizes
- Upsampling & Downsampling Images

### Correcting Images

- Understanding Image Histograms
- Using the Levels Command
- Adjusting Colour Balance
- Editing Hue and Saturation

### Working with Selections

- Lasso and marquee Tools
- Quick Selection and Magic Wand Tools
- Feathering Selections

### Retouching Techniques

- Removing Imperfections
- The Clone Tools
- Healing Brush Tools

### Working with Layers

- Building a Multi Layered Document
- Adding Transparency
- Moving, Scaling and Rotating Layers
- Locking and Protecting Layers
- Merging and Flattening Layers

### Printing and Saving

- Printing from Photoshop
- The Save for Print and Web
- Image Compression and Optimisation



*Training manual and resources excellent, delivered with good understanding of what the group needed.*

B. Upston



# Adobe Photoshop Intermediate

Participants on this Adobe Photoshop Intermediate 1 day course will take their Photoshop skills to the next level, exploring Layer Effects and Smart Objects, as well as working with Blending modes.

The course assumes some prior knowledge of Photoshop, however people with limited exposure to the software and those who are self-taught you will also benefit from this course.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Advanced Layer Techniques

- Shadow, Glow & Emboss Effects
- Copying Effects to Layers
- Understanding Blending Modes
- Layer Opacity and Blends
- Introducing Layer Masks

### Working with Paint & Colour

- Mixing and Sampling Colours
- The Paint Brush tools
- Working with Brush Settings
- Using Gradient

### Smart Objects

- Understanding Smart Objects
- Editing & Creating Smart Objects
- Creating a Linked Smart Object

### Image Manipulation & Special Effects

- Using Photoshop Filters
- Sharpen and Blur Filters
- Dodging and Burning
- Adding Motion Blur
- Using Liquify
- Using Vanishing Point
- Using Puppet Warp
- Changing Perspectives & Warping Images
- Creating Panoramic Images

### Shape and Text Layers

- Vector Shape Layers
- Adjusting Shape
- Working with the Text Tool
- Character and Paragraph Formatting

### Tonal & Colour Corrections

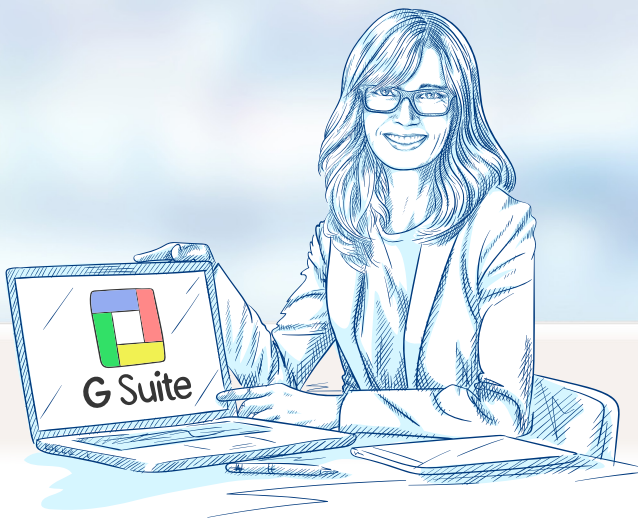
- Understanding Tone Colour and Channels
- Creating an Adjustment Layer
- Histograms, Levels & Curves
- Opening Up Shadows
- Converting Images to Greyscale



*The delivery of the course was very easy to understand, never feeling rushed, using work examples was a real benefit.*

B. Finnigan

# Google Workspace Introduction



Participants on this Google Workspace Introduction 1 day workshop will gain an understanding of the fundamental principles of Google Workspace Apps and will be given a solid foundation upon which to build.

Google Workspace workshop is designed to teach new users how to get the most out of the Workspace tools and features. This course is tailored towards shifting to a Google Apps environment. You'll learn the benefits, limitations, and differences between Google Workspace tools and other software applications.

The course assumes no prior knowledge of Google Workspace.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to Google Drive

- The Google Drive Interface
- Converting Files to Google Drive Formats
- Uploading Files and Folders
- Sharing and Collaborating on Files
- Managing File Versions

### Google Docs

- The Google Docs Interface
- Create a New Document
- Insert Text into a Document
- Working with Tables and Images
- Type as You Speak

### Google Sheets

- The Google Sheets Interface
- Create a New Sheet
- Understanding Cells and their Content
- Creating Simple Formulas
- Formatting Cells
- Working with Multiple Sheets

### Google Slides

- The Google Slides Interface
- Create a New Presentation
- Adding Slides, Transitions & Animations
- Inserting Pictures & Formatting
- Playing the Presentation

### Collaboration with G Suite

- Share Documents
- Receiving a Document Shared With Me
- Add Comments and Replies

### Google Gmail

- The Google Gmail Interface
- Sending and Responding to Email
- Adding Attachments
- Search Mail

### Google Calendar

- The Google Calendar Interface
- Navigating and Creating Events
- Using Multiple Calendars
- Sharing and Customising Calendars

### Google Contacts

- Creating Contacts and Contact Groups
- Merge Duplicate Contacts
- Removing and Restore Contacts

### Google Tasks

- Introduction to Google Tasks
- Create New Tasks
- Mark a Task as Complete

### Google Forms

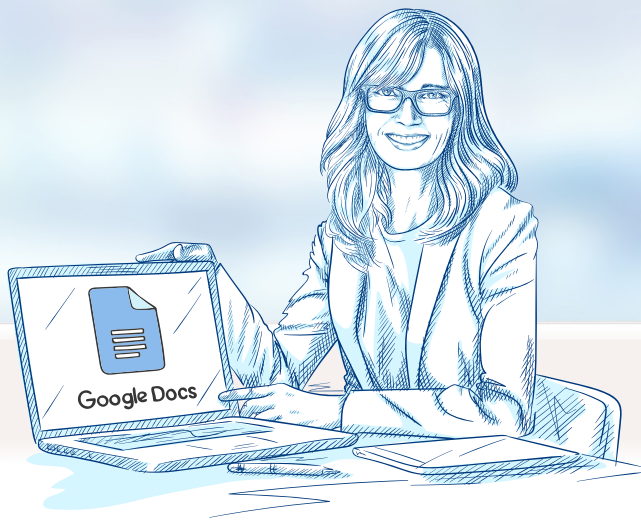
- Introduction to Forms
- Adding Question Types
- Sending and Sharing Forms
- Form Responses

### Google Hangouts

- Introduction to Hangouts
- Text Conversations
- Video and Voice Calls

### Google Keep

- Create and Edit Notes
- Organise and Find Notes



# Google Docs Introduction

Participants in this Google Docs Introduction 1 day course will gain an understanding of the fundamental principles of Google Docs, including creating business documents in the cloud, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Docs, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Google Docs Orientation

- Introduction to Google Docs
- The Google Docs Interface
- How to Open and Save Google Docs
- Using Help

### Creating Documents

- Name the Document
- Templates
- Insert Text
- To Delete Text
- Type as You Speak

### Working with Tables

- Working with Tables
- Inserting and Modifying Tables
- To Add an Additional Row
- To Add an Additional Column
- To Delete a Row or Column
- Editing Table Properties

### Editing Documents

- Selecting Text
- Cut, Copy and Paste
- How to Copy Formatting in Google Docs
- Using Find and Replace
- Page Breaks
- Create Page Columns
- Insert Special Characters
- Inserting Images
- Undo and Redo
- Creating Documents

### Formatting Documents

- Formatting Overview
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Applying Character Formatting
- Using the Paint Format Command
- Paragraph Formatting
- Styles for Google Docs

### Using Proofing Tools

- Spelling and Grammar Check
- Spell Check and Suggestions
- Manage Your Personal Dictionary
- AutoCorrect Options

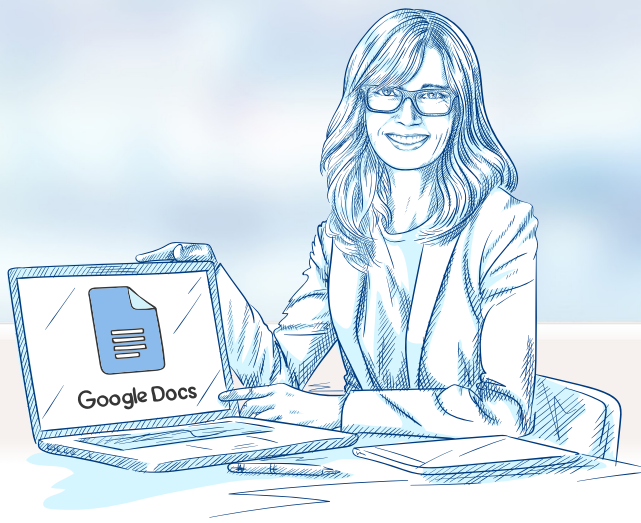
### Printing

- Using Print Preview
- Working with Printer Settings



*Brendon as always is excellent at training and I would highly recommend him to any organisation. Forever a pleasure.*

O. Allen



# Google Docs Intermediate

Participants in this Google Docs Intermediate 1 day course will build on their existing knowledge of Google Docs by using Bullets and Numbering, setting Tabs and Sections, then work with Headers and Footers. You will then explore Styles, Outlining, Tracking Changes and Version History.

The course is designed for those who already have a solid foundation of Google Docs and seek to extend their knowledge and skill set.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Creating Lists

- Creating a Bulleted List
- Creating Numbered Lists
- Using Multi-Level Numbering
- Modifying Lists
- Creating a Checklist

### Using Styles

- Applying Styles
- Modifying Styles
- Saving Default Styles
- Resetting Styles

### Adding Graphics

- Inserting Graphics
- Finding Online Images
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Image Adjustments

### Using Tabs

- Understanding Tab Types
- Setting up Tabs with the Ruler
- Adjusting Tabs
- Removing and Replacing Tabs

### Working with Outlines

- Viewing Document Outlines
- Modifying Outlines
- Working with the Outline Panel

### Tracking Changes

- Understanding Document Modes
- Using Suggesting Mode
- Editing Tracked Documents
- Reviewing Comments
- Using View Mode

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Setting up Columns
- Removing Section Breaks

### Table of Contents

- Creating a Table of Contents
- Updating a Table of Contents
- Creating a Linked Table of Contents

### Version History

- Understanding Version History
- Viewing Version History
- Naming Versions
- Restoring Versions
- Showing Named Versions

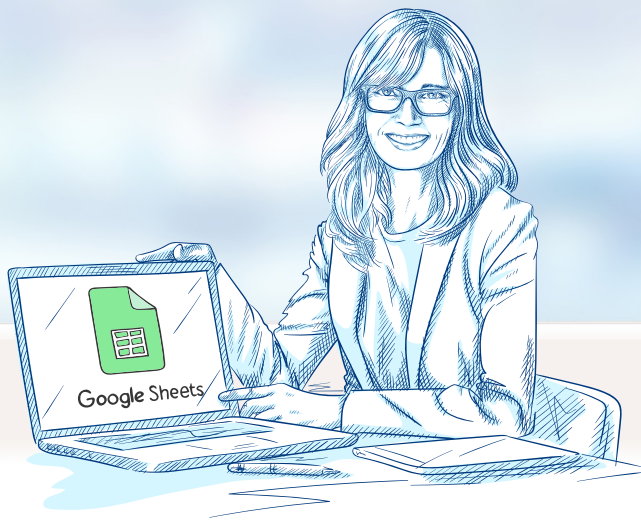
### Adding Headers & Footers

- Creating Headers and Footers
- Different First Page Options
- Dealing with Section Breaks
- Linking and Unlinking Sections



*Brendon is a skilled facilitator with a sharp sense for his learner's needs. The paced was fantastically - I am now confident I can use the software to meet my needs.*

H. Nelthorpe



# Google Sheets Introduction

Participants on this Google Sheets Introduction 1 day course will gain an understanding of the fundamentals of Google Sheets, including creating and managing workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will receive a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Sheets, however, people with limited exposure to the software and those who are currently using spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Google Sheets Orientation

- Introduction to Google Sheets
- The Google Sheets Interface
- Worksheet Tabs
- Understanding Cells and Content
- Freezing Rows & Columns
- How to Save a Google Sheet
- Using Help

### Basic Workbook Techniques

- Create a New Google Sheet
- Name the Spreadsheet
- Editing Data Methods
- Selecting Cells and Range
- Modifying Columns, Rows & Cells
- Insert, Delete and Moving Rows & Columns

### Using Formulas in Google Sheets

- Formulas
- The Order of Operations
- Functions vs Formulas
- SUM Function
- Functions Button Options
- Using the Fill Handle
- Using the Fill Handle to Continue a Series

### Managing Worksheets

- Copy and Paste Cells
- Working with Multiple Sheets
- Using Multiple Sheets
- Naming Worksheets

### Formatting Efficiently

- Overview of Formatting
- Formatting Cells
- Cell Borders and Background Colours
- Number Formats
- Date Formats
- Increasing and Decreasing Decimals
- Using the Paint Format Command
- Sheet Tab Colour

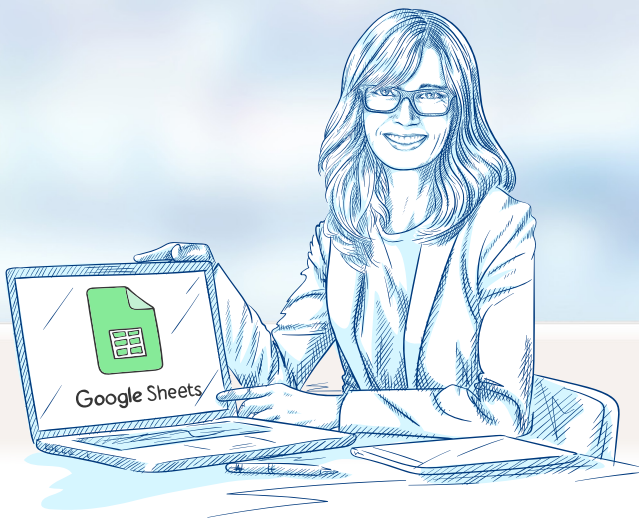
### Preparing to Print

- Print Previewing



*Training was very well set out and informative. Exactly what I wanted and needed for my position in the company.*

W. Tan



# Google Sheets Intermediate

Students on this Google Sheets Intermediate 1 day course will build on their existing skills to gain a deeper understanding of Google Sheets analysis by exploring IF functions and Lookup formulas. You will also explore conditional formatting to enhance visual representation of data as well as tips and shortcuts to help you save time in your daily tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Google Sheets and wish to progress to the next level.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Cell Referencing

- What are Relative and Absolute References?
- Relative References
- Absolute References

### Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Linking with IMPORTRANGE

### Checking Formulas

- Checking the References
- Breaking it up
- Check the Arguments
- Walk Through the Order of Operations

### Sorting and Filtering

- Types of Sorting
- Creating Filters
- Applying Multiple Filters

### IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

### Nested IF Functions

- Building Nested Functions

### Choose Function

- Using the Choose Function

### Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

### Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

### Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Colour Scale Function



***Brendon was very knowledgeable and answered questions sufficiently.***

***He took the time to ensure the course content was understood by all.***

B. Wharton



# Google Slides Introduction

Participants on this Google Slides 1 day course will gain an understanding of the fundamentals of Google Slides, including creating presentations and using themes, adding graphics and formatting, then applying transitions and animations for stylish presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Slides, however, you will also benefit from attending this course if you are currently editing presentations created by others.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Google Slides Orientation

- Introduction to Slides
- The Google Slides Interface
- The Presentation Title
- The Menu Toolbar
- The Shortcut Toolbar
- Getting Help

### Creating Slides

- Creating a Presentation
- Slide Layouts

### Formatting Slides

- About Formatting
- Types of Formatting
- The Paint Format Tool

### Adding Graphics

- Working with Graphics
- Options for Adding Graphics

### Using Diagrams

- Working with Diagrams
- Diagram Types
- Adding Text

### Applying Themes

- About Google Slide Themes
- Advantage of using Themes

### Transitions and Animations

- About Transitions
- About Slide Animations

### Creating Tables and Charts

- Creating and Editing Tables
- Creating and Editing Charts

### Showing Presentations

- Presenting with Google Slides

### Printing Slides

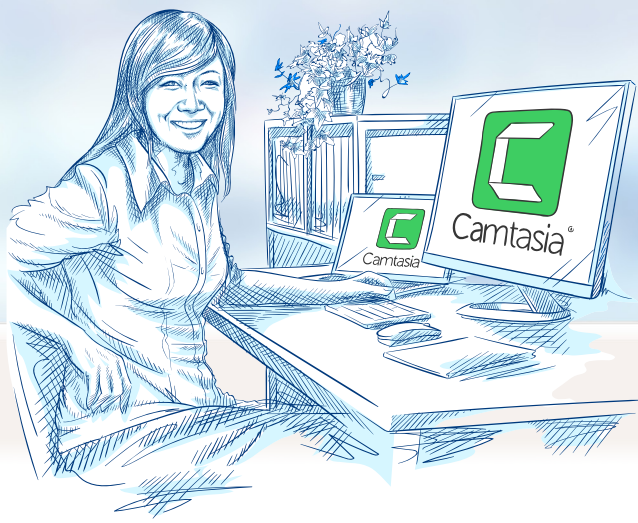
- Printing Handouts
- Adding and Printing Speaker's Notes



*I thoroughly enjoyed the training and learned a lot.*

*This training helped me in setting the foundations up for me to start using Google Slides. Thanks Brendon.*

P. Gaba



# TechSmith Camtasia Introduction

With this 1 day Camtasia Introduction workshop, you will gain an understanding of the fundamentals of Camtasia, including recording the screen, editing recordings, adding callouts and much more.

The course assumes no prior knowledge of TechSmith Camtasia, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Considerations before Screencasting

- Why use a Storyboard?
- Equipment Considerations
- Learning Styles

### Dealing with Audio

- Record Voice Narration
- Noise Removal
- Fade & Lower Audio Volume
- Locking and Hiding Tracks

### Animations and Transitions

- Zoom n Pan
- Scaling and Cropping
- Basic & Custom Animations
- Adding Transitions to Clips

### Exploring Camtasia

- The Camtasia Interface
- Camtasia Preferences
- Overview of Tools
- The Media Bin and Library
- Working with the Canvas
- Properties Panel
- The Timeline
- Understanding the Playhead

### Using the Camtasia Recorder

- The Recorder Interface
- Setting Recording Options
- Defining the Capture Area
- Viewing with the Editor

### Annotations

- Callouts
- Arrows and Lines
- Shapes
- Blur and Highlight
- Sketch Motion
- Keystroke Callouts

### Adding Media to your Project

- Importing Video and Still Images
- Adding Basic Screenshots
- Adding SnagIt Screenshots
- Using the Media Bin
- Using the Library
- Adding Content to the Timeline
- Naming Tracks
- Selecting & Deleting Media

### Editing your Footage

- Moving Footage on the Timeline
- Trimming Footage
- Splitting Footage
- Ripple Delete
- Creating Frame Extensions

### Producing & Sharing Screencasts

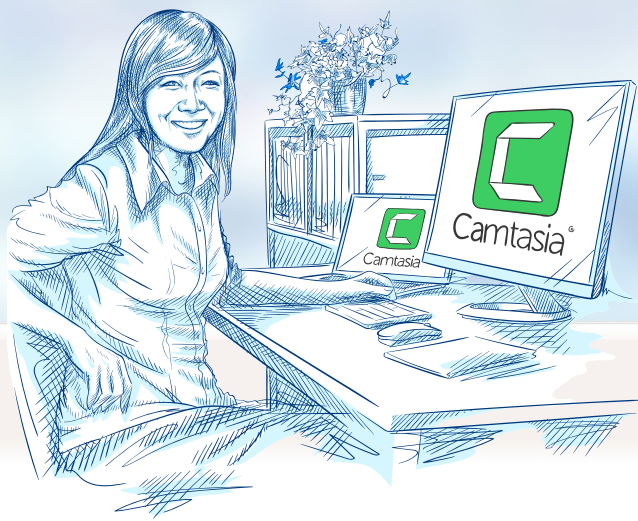
- Produce a Local File
- Produce for Web
- Share to YouTube



**Brilliant! Added in so many extra ideas, concepts and shortcuts! Really useful information.**

**I look forward to creating a project to show my team on what I have learnt today!**

K. Scott



# TechSmith Camtasia Intermediate

With this 1 day Camtasia Intermediate workshop, you will gain further understanding of Camtasia. This includes learning how to create advanced visual effects, quizzes and closed captions as well as how to create customised Publishing options.

This workshop assumes some previous knowledge of using Camtasia. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Customising Camtasia

- Project Settings
- Customising Keyboard Shortcuts
- Personalising Library Assets
- Storing Items in Libraries
- TechSmith Assets
- Themes
- Templates
- Place holders
- Using Export Frame As

### Time Savers

- Magnetic Tracks
- Ripple Extend and Move
- Soloing Tracks
- Adding Proxy to a Video
- Removing a Proxy

### Adding Advanced Touches

- Adjusting the VU Metre
- Editing Audio with Audiate
- Grouping
- Behaviours
- Cursor Effects
- Clip Speed
- PowerPoint Add-in

### Advanced Visual Effects

- Track Mattes
- Interactive Hotspots
- Motion Blur
- Remove a Colour
- Colourise
- Borders
- Shadows
- Smart Focus
- (Mac Only Effects)
- Freeze Region
- Keystroke
- Mask
- Reflection
- Spotlight

### Closed Captions

- Creating Closed Captions
- Importing a Script
- Splitting & Merging Captions
- Syncing Captions
- Exporting Closed Captions

### Using Quizzes

- Adding a Quiz
- Quiz Properties
- Multiple-Choice Questions
- Fill in the Blank Questions
- True/False Questions
- Short Answer Questions
- Quiz-Reporting Options

### Markers & Table of Contents

- Creating & Deleting Markers
- Naming & Adjusting Markers
- Table of Contents

### Advanced Publishing

- Production Wizard Options
- Creating a SCORM file
- Uploading to a LMS
- Packaging
- Batch Production



**Really good training sessions on Camtasia, good pace, and lot of content. Excellent responding to any questions and interaction with participants. Highly recommend.**

G. Nelthorpe



# Articulate Storyline Introduction Workshop

As a participant of the 1 day Articulate Storyline Introduction Workshop, you will learn fundamental principles of Storyline, including creating slides and scenes, inserting characters and images, using captions, buttons, triggers and layers, and the basics of publishing the final project.

This workshop assumes no previous knowledge of using Storyline. Therefore, it is designed mainly for beginners. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Exploring Storyline

- Storyline Interface
- Explore a finished project
- Explore Slides and Panels
- Zooming and Magnifying
- Previewing

### Creating Projects

- Create a New Project
- Insert New Slides
- Applying Layouts

### Add Content

- Add an image
- Insert a caption
- Create and format a text box
- Work with a list
- Add a shape
- Insert a character

### Adding Interactivity

- Add Buttons to slides
- Change button states
- Create layers

### Adding Triggers

- Add a Trigger to a button
- Add Triggers to Show Layers
- Add Triggers to Hide Layers
- Delete Triggers
- Hide Player Buttons

### Animation & Video

- Timeline Panel
- Naming Objects on the Timeline
- Locking and Hiding Objects
- Rearrange Object on Timeline
- Control Object Timing
- Animate an Object
- Add a Slide Transition
- Insert Video

### Working with Web Objects

- Inserting Web Objects
- Web Objects Permissions

### Publishing Your Project

- Publish Course Content
- Publishing Options



*This was an excellent course. I would highly recommend it to my friend/family. Everything was explained really well in an easy to understand manner, proved that he knew what he was talking about but not in an intimidating manner, more in a "I'm here to help" way.*

N. Ryan



# Articulate Storyline Intermediate Workshop

As a participant of the Articulate Storyline Intermediate 1 day Workshop, you will gain further understanding of Storyline. This includes learning how to create master slides, markers, zoom regions, sliders and dials as well as how to create a customised player.

This workshop assumes some previous knowledge of using Storyline. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Importing from PowerPoint

- Importing PowerPoint Content
- Checking for Import Issues
- Cleaning up Animations

### Using Slide Masters

- Understanding Slide Masters
- Adding Slide Masters & Layouts

### Creating Markers

- Adding Markers
- Formatting Markers
- Setting Marker Options

### Creating Zoom Regions

- Working with Zoom Regions
- Adjusting Zoom Speed
- Adding Panning Effects

### Creating Sliders and Dials

- Working with Sliders
- Creating Sliders
- Formatting Sliders
- Working with Dials
- Adding Interactivity

### Hotspots

- Using Freeform Hotspots
- Setting Hotspot Triggers

### Scrolling Panels

- Creating a Scrolling Panel
- Adding Text to Scrolling Panels

### Freeform Drag and Drop

- Drag Items and Drop Targets

- Adding Triggers
- Setting Drag and Drop Options

### Accessibility

- About Accessibility
- Alt Text and Tab Order
- Closed Captions

### Importing and Using Templates

- Importing Templates
- Saving as a Template

### Designing a Player

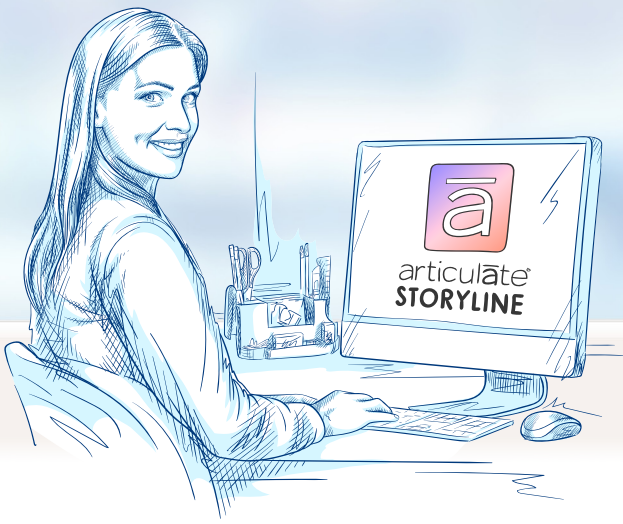
- Basic Features
- Menu, Resources & Glossary
- Navigation Button Options



***This was a really great class and I learnt a lot. The content was appropriate and really helpful. I found the shortcuts and information on formatting and consolidating worksheets etc. very beneficial for my job. Really great class.***

F. Macaskill

# Articulate Storyline Advanced Workshop



As a participant of the Articulate Storyline Advanced 1 day Workshop, you will gain advanced knowledge of Storyline. In this course, you will learn how to use numerous advanced features, particularly focusing on animations and variables.

This workshop assumes some previous knowledge of using Storyline. However, the workshop will also be of great help to people with limited exposure to the content covered in the Fundamentals and Intermediate Workshops.

## Course Details

Skill Level:	<b>Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Motion Paths

- Working with Motion Paths
- Using Motion Paths with Triggers
- Using Multiple Motion Paths

### Creating Text Variables

- Creating and Displaying Text Variables
- Adding Conditions to Variables

### True/False (Boolean) Variables

- Using True/False Variable
- Creating Customised Learning using with Booleans

### Introduction to Variables

- User-Defined Variables
- Text (String)
- Number
- Logical/Boolean (True/False)

### Numeric (Number) Variables

- Performing Calculations using Numeric Variables

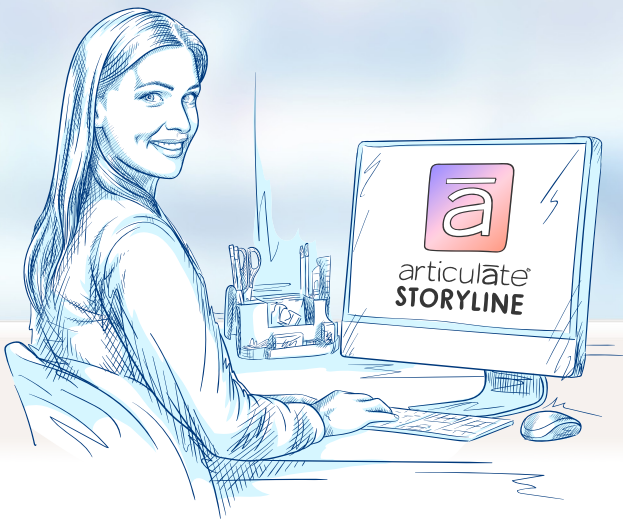
### Use JavaScript with Storyline

- JavaScript Best Practices
- Importing JavaScript
- Use JavaScript



*Small class size made interaction easy - appreciated the ability to progressively ask questions and have immediate answers to problems.*

G. Coleman



# Articulate Storyline Quizzes and Simulations

Participants on this 1 Day Articulate Storyline Quizzing and Simulations workshop will explore the various quiz types and options available. You will build a variety of questions and provide feedback using result slides. Then you will add audio and use cue points to synchronise with your animations before working with screen recording and publishing your story.

This workshop assumes some prior experience using Storyline. However, the workshop will also be of benefit to people who are currently attempting to use the software and those with limited exposure to it.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Creating Quizzes and Assessments

- Which Question Types to Use
- Using Graded & Survey Questions
- Result Slides
- Freeform Questions

### Question Banks

- Creating Question Banks
- Using Question Banks
- Importing Questions from Excel
- Randomising Questions

### Using Feedback Masters

- Adding Feedback Masters and Layouts
- Managing Feedback Masters

### Using Audio in Storyline

- Importing Audio
- Editing Audio
- Setting Cue Points

### Creating Screen Recording

- Recording your Screen
- Inserting Recording
- Playback Modes

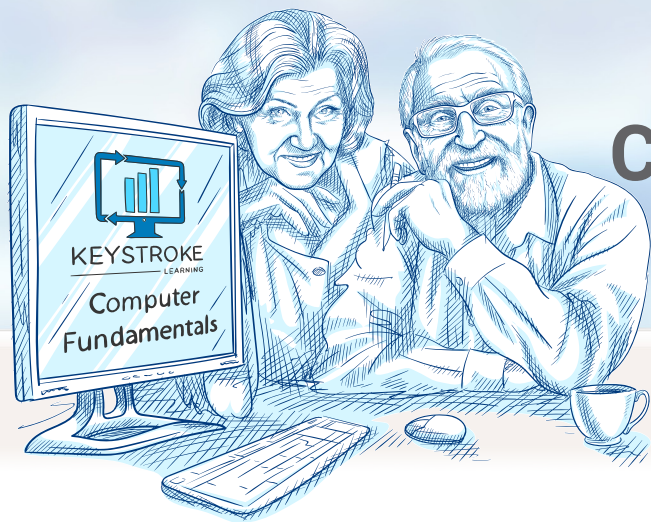
### Publishing and Tracking Projects

- Publish for Web, LMS, HTML5 and Mobile Devices
- Using Tracking Options for LMS's



*Brendon ran a good session. The fact that numbers were small allowed for us to receive a tailored learning experience which I found enjoyable. I would definitely recommend to others.*

J. Monash



# Computer Fundamentals for Windows PC's

Participants on this Computer Fundamentals for Windows PC's 1 day course will learn the fundamentals of the computer and the Windows operating system. You will work with files and folders using File Explorer, then carry out some common computer tasks using a variety of applications.

This will give you a solid foundation of skills upon which to build.

The course assumes no prior knowledge of computers or the Windows environment, but people with limited exposure to computers and those who are self-taught will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Microsoft Windows Overview

- Windows Operating System Overview
- Using a Mouse or Trackpad
- How to use the Mouse
- Using the Keyboard
- Working with Applications
- Shutting Down your Computer

### Working with Files

- Files and Folder Overview
- Using File Explorer
- Opening a File
- Moving and Deleting Files
- Creating a New Folder
- Renaming a File or Folder
- Deleting Files and Folders
- Selecting Multiple Files
- Finding Files on Your Computer
- Common Places to Look for Files
- Searching for Files
- What is a ZIP file?
- Backing up Your Files

### Common Applications

- Common Applications in Windows
- Opening Files in Different Applications
- Changing the Default Application

### Common Computer Tasks

- What are Common Computer Tasks
- The Menu Bar
- Application Menu Commands
- File Menu Commands
- Cut, Copy, and Paste
- Undoing Changes

### Internet Basics

- Overview
- Understanding the Cloud
- Using a Web Browser
- Downloading and Uploading
- Using Search Engines
- Finding your Downloads

### Introduction to Using a Tablets

- What's a Tablet?
- Getting to know the Tablet
- Using Touchscreen & Gesture Control
- Connecting a Network
- Browsing the Web
- Other Useful Programs

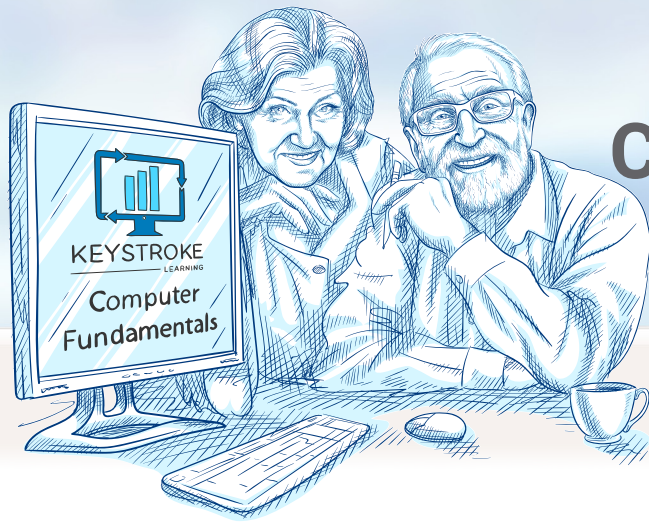
### Shortcuts, Accessibility & More

- Taking Screenshots
- Keyboard Shortcuts
- Using Shortcuts
- Creating Shortcuts
- Creating Strong Passwords
- What are Accessibility Features?
- Troubleshooting Basic Problems



*Well-presented by Mark. Clear, easy to understand and friendly!*

J. Oakley



# Computer Fundamentals for Apple Mac

Participants on this Computer Fundamentals for Apple Mac 1 day course will learn the fundamentals of the Mac, including an overview of the operating system. You will work with the Finder, explore the built in applications, and use your browser to navigate the Internet.

This will give you a solid foundation of skills upon which to build.

The course assumes no prior knowledge of computers or the macOS environment, but people with limited exposure to computers and those who are self-taught will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Apple Mac Overview

- Mac Operating System Overview
- Using a Mouse or Trackpad
- How to use the Mouse
- Using the Keyboard
- Working with Applications
- Shutting Down your Computer

### Common Applications

- Common Applications in MacOS
- Opening Files in Different Applications
- Changing the Default Application

### Internet Basics

- Overview
- Understanding the Cloud
- Using a Web Browser
- Downloading and Uploading
- Using Search Engines
- Finding your Downloads

### Working with Files

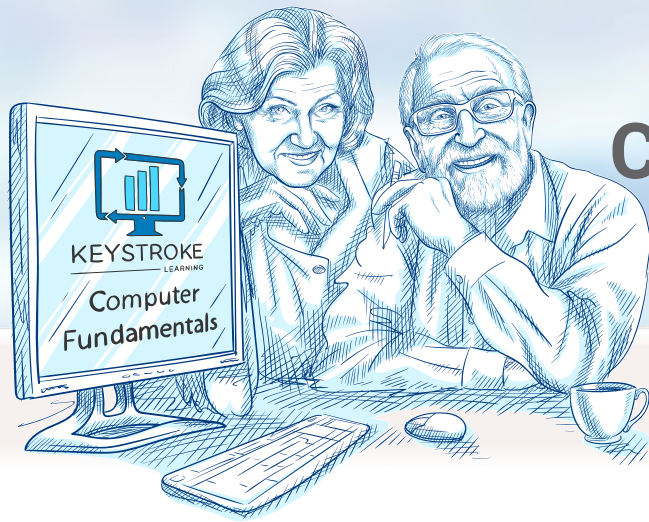
- Files and Folder Overview
- Using Finder
- Opening a File
- Finding Your Files
- Common Places to Look for Files
- Searching for Files
- Moving and Deleting Files
- Creating a New Folder
- Renaming a File or Folder
- Deleting Files and Folders
- Selecting Multiple Files
- What is a ZIP file?
- Backing up Your Files

### Common Computer Tasks

- What are Common Computer Tasks
- The Menu Bar
- Application Menu Commands
- File Menu Commands
- Cut, Copy, and Paste
- Undoing Changes

### Shortcuts, Accessibility & More

- Taking Screenshots
- Keyboard Shortcuts
- Using Shortcuts
- Creating Shortcuts
- Creating Strong Passwords
- What are Accessibility Features?
- Troubleshooting Basic Problems



# Computer Fundamentals for Apple iPad

On this Computer Fundamentals for iPad 1 day course, you will learn the basics of the iPad and touch screen functions. You will learn to connect to Wi-Fi and use the internet, then work with a range of apps that come with the iPad. You will also learn to adjust the screen settings.

This will give you a solid foundation of skills upon which to build.

The course assumes no prior knowledge of tablets or the iOS environment, but people with limited exposure to computers and those who are self-taught will also benefit from this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Getting to know the iPad

- iPad Overview
- Device and Accessories
- Getting Started
- Turn the iPad On and Off
- Charging the Battery
- Wi-Fi
- Apple ID

### Using the Keyboard

- The Virtual Keyboard
- Access the Keyboard
- Keyboard Features
- Auto-Correction
- Spell Check
- Moving the Cursor
- Copy and Paste Text

### Security and General Settings

- Touch ID & Passcode
- Change a Passcode Lock
- Set Up Touch ID
- Display Brightness
- Display Brightness
- Sounds

### Using Apple iOS

- Apple iOS
- Getting to Know the iOS Interface
- Understanding Apps
- iOS Features
- Using Touchscreen & Gesture Control

### Safari Browser

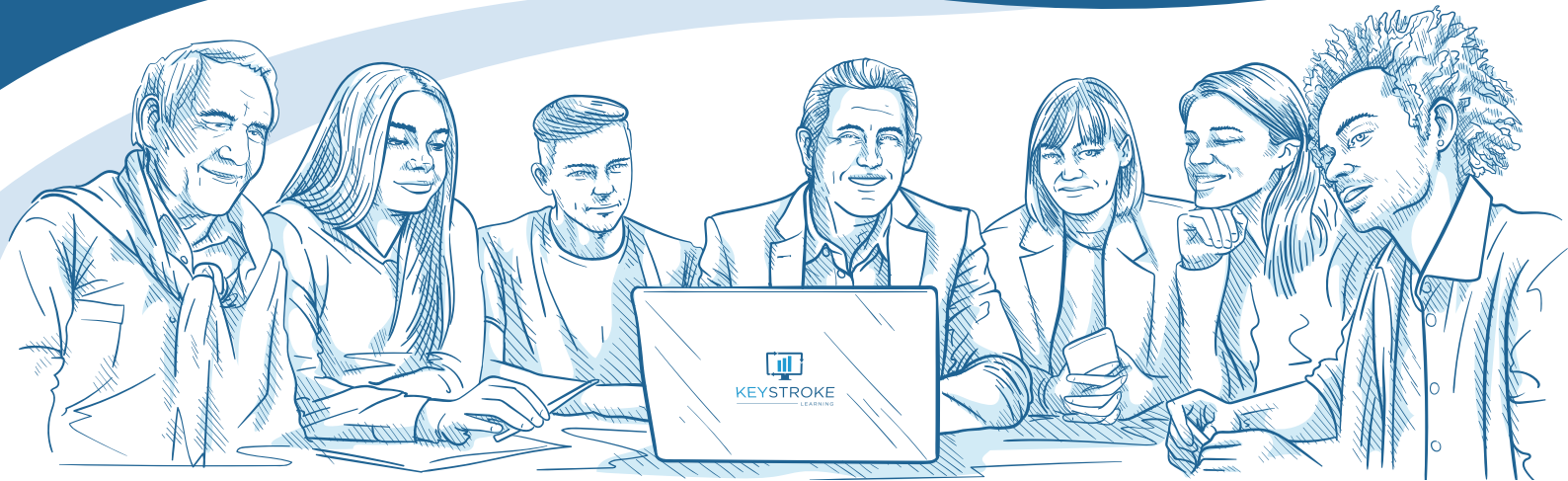
- Getting to Know Safari
- Opening a Link in a New Tab
- Multi-Touch Zoom
- Screen Orientation

### Using the iPad Apps

- Using the Mail App
- Adding and Managing Contacts
- Using the Calendar App
- Using the Reminders App
- Using the Messages App
- Using the Camera App
- Editing Photos



**KEYSTROKE**  
LEARNING



## Head Office



8 Arthur Street, Caulfield North, VIC, 3161



info@keystrokelearning.com.au



(03) 9999 7780



keystrokelearning.com.au

## LEARNING OPTIONS

- ▶ Custom Training Courses ▶ Off the Shelf Training Courses
- ▶ Training at Your Workplace ▶ Training Away from the Office
- ▶ Full Day & Half Day Courses ▶ Public Courses ▶ Live Online Training ▶ One on One
- ▶ Seminar/Awareness Sessions ▶ Roving/Floorwalking Sessions ▶ Self Paced Assisted Learning

## TRAINING COURSES

### **ADOBE**

- ▶ Acrobat
- ▶ Captivate
- ▶ InDesign
- ▶ Creative Cloud
- ▶ Illustrator
- ▶ Photoshop

### **GOOGLE**

- ▶ Workspace
- ▶ Sheets
- ▶ Docs
- ▶ Slides

### **MICROSOFT**

- ▶ Access
- ▶ OneNote
- ▶ Power BI
- ▶ SharePoint
- ▶ Excel
- ▶ Outlook
- ▶ PowerPoint
- ▶ Teams
- ▶ Office 365
- ▶ Planner
- ▶ Project
- ▶ Visio
- ▶ Word

### **E-LEARNING**

- ▶ Articulate Storyline
- ▶ TechSmith Camtasia
- ▶ Adobe Captivate