

Scheduling Courses

Outlook Complete (up to 9 Hours)

Recommended Prerequisite: Computer Basics

Price: \$195 or 3 vouchers

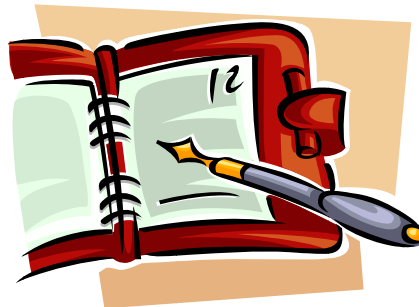
This course will show you how to effectively utilize Outlook in your workplace. We will show you how to use Help and work with the ribbon. Learn to use e-mail by sending, receiving, replying, recalling and forwarding messages. Work with attachments and print e-mail messages. Using mail management tools, we will sort mail and discover methods of sorting or deleting junk mail. Utilize the contacts list to keep track of your clients or customers. We'll show you how to create, view, and edit contacts; and how to make the most of contacts with e-mail. Manage your time by working with the calendar in Outlook; schedule and change appointments, and print out your weekly, monthly, or daily schedule. Learn to use reminders, recurring appointments and calendar options. We'll show you how to enter, update, view, and organize tasks. We'll learn to use the journal and enter, update, view, and organize electronic sticky notes.

Project (up to 15 Hours):

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

Learn to apply project management concepts, open an existing file, create and save a new project file. Create a task list, modify the task list, create the Work Breakdown Structure (WBS), and view, define and apply WBS codes. Create task links, and add lead time, explore Network Diagram view, modify task links, add advanced task information. Use the Change Working Time dialog box to create a new base calendar, task calendar and resource calendar, use Resource Sheet view to enter resource information, assign resources to tasks, and work with resource costs. Examine and customize Calendar view, and customize Gantt Chart and Network Diagram view. Edit task constraints, edit an effort-driven schedule, and identify and resolve resource over-allocation. Use standard filters and AutoFilters to view data, create a custom filter. Save a baseline plan, update the progress of a task, display the Earned Value table, and use Network Diagram View. Perform PERT analysis, split tasks, delay resource work, and assign overtime. Format a project file, use the drawing tools, print views and reports, and create Custom and Crosstab reports. Set up E-mail or Web as the workgroup messaging system, save a file as a Web page, and add hyperlinks to the project file. Share, copy, and consolidate project elements and manage tasks and resource pools. Import data from Excel and Access, export data to Excel and Access, and copy data to Word and Excel.



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