

## Microsoft Office

### **MO365U** MICROSOFT OFFICE 365 FOR USERS

Unfortunately, this course is available only in Czech language. To view information about the course, please switch website into Czech language.

Od	Do	Délka	Kód	Místo	Cena
<b>26. 9.</b>	<b>26. 9.</b>	1 den	MO365U	Praha	<b>3 800 Kč</b>
<b>14. 11.</b>	<b>14. 11.</b>	1 den	MO365U	Praha	<b>3 800 Kč</b>

### **MWORDP** MICROSOFT WORD - ADVANCED COURSE

Two-day course is intended for all common users who have already worked with MS Office Word and would like to extend their basic knowledge. The course focuses on the most common and the most useful functions, which are generally used while working with MS Office. During the course, the tutor is going to point out several interesting parts of settings and tricks that can help the users and these tricks are also going to make the work faster and much more effective.

Participants of the course are going to learn the way how to save their time while formatting either styles that have already existed or creating their own styles. Then, they are going to get to know how to copy these styles among various documents. Moreover, they are also going to make and use document templates, format and create tables.

While working with longer documents, the users are going to profit from footnotes, endnotes, captions of pictures and tables. They are going to make a table of them and a table of contents of a document. They are also going to learn how to number the pages not from the first one or how to change the orientation of certain pages of a document. In the last part of the course, participants are going to acquire the work dealing with review tools and comparing different versions of a certain file.

### **MEXCELP** MICROSOFT EXCEL - ADVANCED COURSE

Two-day course is intended for all common users who have already worked with MS Office Excel application and would like to extend their basic knowledge. The course focuses on the most common and the most useful functions, which are generally used while working with MS Office Excel.

### **MWORDZ** MICROSOFT WORD - BASIC COURSE

One-day training is intended for individuals who want to gain the basic knowledge of using MS Word. By working on various exercises, students are going to practise several tools for editing, saving, opening and searching documents. They are going to learn how to insert the header, the footer and the numbering. They are also going to get familiar with proofing and printing documents.

### **MEXCELZ** MICROSOFT EXCEL - BASIC COURSE

One-day course is intended for all common users who have already worked on computer and who need to learn the use of MS Excel application from the very beginning. In the end of the course, the participants will be capable of creating and formatting tables, calculating the key values and printing the result of their work. They are going to learn how to work with charts. Moreover, they are going to distinguish several types of charts according to the particular situation. The practice is especially stressed during the whole course.

### **MPPOINT** MICROSOFT POWERPOINT

One-day course is intended for all common users who have already worked on PC and they need to familiarize with MS PowerPoint application from beginnings.

Participants of the course are going to profit the whole scale of graphic elements. They are supposed to make several presentations according to a unified theme. They are also going to learn how to set up some animations for various objects and single slides. Moreover, they should be able to print the presentation as data for an appointment.

In the end of the course, participants are going to set up their own presentation according to the aim of the particular presentation.

## **MOU TL** MICROSOFT OUTLOOK

One-day course is intended for all users who need to familiarize with principles of working in MS Outlook application from the beginning to complex planning of meetings and sharing folders. Participants of the course are going to learn especially the principles dealing with writing and sending messages. Then, they are supposed to create and save contacts. Moreover, they are going to get to know how to organize their time according to calendar and tasks.

While discussing the organization of messages, participants are going to familiarize with various principles of automatic rules and classification of messages.

In next part, students are going to realize the way how to adapt their working time to their personal needs. In addition to that, they are going to learn how to set up out of office assistant while working out of the office or how to delegate tasks to another person.

Users are also going to become acquainted with several important settings, e.g. archiving, data export (messages, contacts, calendar and many others) and master the basis of message security.

## **PowerBI** MICROSOFT POWER BI DESKTOP

This 3-day course will teach users how to use Microsoft Power BI, perform data analysis, create dashboards and reports using Microsoft Power BI Desktop. The course includes import and transformation of data, creation and modification of a data model, use of DAX language for calculations, creation of visualizations and publication of results. The course uses the Power BI Desktop tool, the PowerBI.com service and the Power BI Report Server.

## **A PL-300** MICROSOFT POWER BI DATA ANALYST

This course will discuss the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will also show how to access and process data from a range of data sources including both relational and non-relational data. This course will also explore how to implement proper security standards and policies across the Power BI spectrum including datasets and groups. The course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution. Finally, this course will show how to build paginated reports within the Power BI service and publish them to a workspace for inclusion within Power BI.

## **DB-EXCEL** ANALYZING DATA WITH EXCEL

This 2-day instructor led course is intended for anyone responsible for analyzing and reporting data with Microsoft Excel. The course goes beyond the capabilities of tables, Pivot tables, charts and Pivot Charts, the Excel Data Model and DAX language.

Od	Do	Délka	Kód	Místo	Cena
<b>17. 10.</b>	<b>18. 10.</b>	2 dny	DB-EXCEL	Praha	<b>11 000 Kč</b>
<b>5. 12.</b>	<b>6. 12.</b>	2 dny	DB-EXCEL	Praha	<b>11 000 Kč</b>

Key: ★ New course **A** Authorized course

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