



CONTEXTUALISED SHORT COURSES FOR SCHOOLS (CSCS) COURSE GUIDE

SUTHERLAND TRAINING
RTO # 31956



caring. flexible. professional.

EXCEL | WORD | OUTLOOK | ONENOTE | POWERPOINT

About Sutherland Training

Established in 1991, Sutherland Training has delivered quality training over three continents by some of the most qualified and experienced trainers in the region. We offer online accredited training nationwide and we specialise in Business and Medical Administration accredited courses.

Our online **Accredited Certificate courses** includes Administration and Medical Administration specialties. As a Registered Training Organisation since June 2009, we pride ourselves on being experts in the field of Business and Medical Administration. As a pre-qualified supplier for Certificate 3 Guarantee QLD (DESBT) eligible learners will be able to qualify for subsidies on our Certificate III courses.

Our **Short courses** include Microsoft Office applications courses such as Excel, Word, PowerPoint, Project and Access as well as accounting programs MYOB and Xero. These courses are delivered in class and virtually over Zoom. Sutherland Training has been delivering accredited and non-accredited courses since 2010 across Australia.

About this contextualized suite of courses

This suite of contextualised short courses was first delivered under a SOA back in 2014 and have been hugely successful. We have seen some class sizes sitting at 15 and the courses have been very well received by school staff. Courses in the suite were requested to be contextualised and they remain that way today. The practical examples and exercises in each course are relatable for the school environment.

Course content is interesting and engaging and we continue to receive wonderful feedback. The suite is now delivery virtually only but there are no compromises with this delivery mode. Classes are small – no more than 6 – and all manuals and course materials are sent by Australia Post in advance of the course date.

Click here to read more about our [Virtual Delivery](#).

What past participants say:

"Exceeded my expectations - will definitely recommend"

"Simple language and relevant examples"

"Wonderful concise presentation"

"Fantastic"

"I am more confident now and will use the program with ease"

"Excellent"

"I enjoyed it all. I can now do more with my existing OneNote notebook"

"Presentation was excellent"

"Sharing notebooks was awesome"

"All of it was very useful"

"Easy to understand and follow"

"It was well worth spending the whole day and being able to use our laptop. Thanks for opening our eyes to something new"

"Loved the hands-on experience and patience of the instructor"

"Well structured and linked to training booklet in a user-friendly way"

"Very useful - thank you"

Our focus is on delivering a high-quality, memorable training experience with dedicated and professional staff (assessors and admin) giving you the skills for greater confidence and productivity. We are passionate about LEARNING, and we believe in the success it can bring for your future.



*an investment
in knowledge
pays the best
interest*

BENJAMIN FRANKLIN

SUTHERLANDTRAINING.COM.AU

Course list

All courses in this suite are contextualised for schools giving them a familiar feel when undertaking practical exercises.

Courses in the suite include:

EXCEL 2016 COURSES

- Excel 2016 Fundamentals
- Excel 2016 Intermediate
- Excel 2016 Advanced

OUTLOOK 2016 COURSES

- Personal Organisation with Outlook 2016

WORD 2016 COURSES

- Word 2016 Fundamentals
- Using Word 2016 for Long Documents

ONENOTE 2016 COURSES

- Using OneNote 2016 in the school environment

POWERPOINT 2016 COURSES

- PowerPoint 2016 Fundamentals

Please view course Outlines on following pages

Excel Fundamentals for Schools



Target Audience

This course is designed for users who have little or no experience with Excel. It is designed for those who are interested in gaining more confidence with creating spreadsheets from scratch or using existing spreadsheets with a greater understanding of what Excel can do.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then we suggest that you consider our Excel Intermediate course	Not suitable
If you read through this outline and are familiar with some topics but you know very little about formulas then this is still the right course for you.	Suitable
If you read through this outline and most of it is unknown, then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

C

Course outline

This course covers the following topics:

<ul style="list-style-type: none"> - Overview of the Excel Screen - Creating a New spreadsheet - Opening and Saving files - Column widths and row heights - Inserting and deleting columns and rows - Filling ranges including Flash Fill - Navigating in a workbook - Formatting, including: <ul style="list-style-type: none"> ▪ Formatting text ▪ Cell Alignment ▪ Merge and Centre 	<ul style="list-style-type: none"> ▪ Borders and shading ▪ Format Painter ▪ Formatting numbers - Cut, copy and paste - Working with Sheets - Simple formula construction - Functions including SUM, AVERAGE, COUNT, MAX and MIN - Printing and page setup techniques - Creating simple charts
--	--

Duration

6 hours – 9am to 3:30pm

Excel Intermediate for Schools



Target Audience

This course is designed for those who have attended our Excel Fundamentals Course or are familiar with the basics of Excel. This course takes the user to the next level with their knowledge in order to understand more functions and capabilities of Excel.

Level

Intermediate

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and are well versed in the topics listed then this might not be the right course for you.	Not suitable
If you read through this outline and are familiar with some topics but not all then this is the right course for you.	Suitable
If you read through this outline and most of it is unknown then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you please send an email to info@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Brief revision of Excel basics- Working with comments/notes- Freezing panes- Filling and custom lists- Grouping and Outlining- Sorting data- Filtering data- Removing duplicates- Subtotals	<ul style="list-style-type: none">- Introduction to Simple PivotTables- Conditional formatting Range names- Absolute and mixed formula addressing- Functions: TODAY, NOW, Using IF statements, VLOOKUP- More on charts- Printing- Printing large spreadsheets
---	---

Duration

6 hours – 9am to 3:30pm

Excel Advanced



Target Audience

This course is designed for users who have either attended either our “Excel Intermediate course or those who have used Excel to an Intermediate level – ie. are familiar with formula basics, etc. The ideal candidate would be one who needs more than just the basics of Excel to learn the more advanced features of Excel 2016.

Level

Advanced

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then we suggest that this is not the course for you.	Not suitable
If you read through this outline and are familiar with some of the topics but definitely not all then this course is suitable for you.	Suitable
If you are unsure about whether this is the right course for you please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Brief revision of Excel Intermediate topics- Data protection techniques including protecting sheets, books and passwords- Excel Options- More complex Conditional formatting- Data Validations- CountIF and other SUMIF functions	<ul style="list-style-type: none">- Database functions including DSUM, DMAX, DMIN, DAVERAGE, DCOUNT- More on PivotTables- PivotCharts- Creating and running Macros- Assigning macros to a button (this will not include VBA)- Data Consolidation- More complex charting
--	---

Duration - 6 hours – 9am to 3:30pm

Personal Organisation with Outlook



Target Audience

This one-day course is designed for those who only use the basics of email, calendars, and contacts and feel they need to learn more about what Outlook 2016 is capable of. The skills and knowledge covered are sufficient to be able to manage your e-mail load more efficiently, schedule appointments and manage your calendar, make notes, record and track tasks and feel more organised in your daily work life.

Level

Introduction

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this is not the right course for you	Not suitable
If you read through this outline and are familiar with only some or no topics this course is right for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

Getting Started with Outlook <ul style="list-style-type: none">The Program WindowThe RibbonThe Backstage ViewModule and Item TabsQuick Access Toolbar E-mails <ul style="list-style-type: none">Creating and Sending MessagesAdding an Attachment to a MessageViewing Messages and Message AttachmentsResponding to MessagesAdding Signatures to Messages AutomaticallyAdd Tracking to E-mail Messages	Tasks <ul style="list-style-type: none">Creating Tasks from ScratchCreating Tasks from Outlook ItemsUpdating TasksRemoving Tasks and Items from Task ListsAssigning Tasks to OthersTasks Other People Assign to YouDisplaying Different Task ViewsFinding and Organising Tasks Organising Outlook <ul style="list-style-type: none">Using Colour CategoriesWorking with Conversation ViewOrganizing Messages in Folders
---	--

<p>Using Message Templates</p> <p>Calendar</p> <ul style="list-style-type: none"> Scheduling and Changing Appointments Calendar Scheduling and Changing Appointments Creating an Appointment from a Message Meeting Requests with a Preview of Your Calendar Scheduling and Changing Events Scheduling Meetings Working with Multiple Calendars Sharing a Calendar with a Co-worker Sharing Calendar Information Outside Your Organisation Displaying Different Views of the Calendar <p>Working with Your Contacts</p> <ul style="list-style-type: none"> Viewing Your Contacts Personalising Contacts Sending Business Cards Creating a Contact Group (Distribution Lists) 	<ul style="list-style-type: none"> Creating Rules to Process Messages The To-Do Bar Quickly Locating Messages and Other Outlook Items Creating and Managing Quick Steps Using Notes <p>Working Smarter</p> <ul style="list-style-type: none"> Pin Programs to the Task Bar Shortcut Menus Change the Way Outlook Opens Open Outlook in Calendar Customise Your Ribbon Send an E-mail Attachment from Anywhere on the Desktop Adding Screenshots to Your Message Check Spelling and Grammar Using the Clipboard in Outlook Schedule Uninterrupted Time to Process and Organise E-mail Use the "Four Ds for Decision-Making" model Ensure Your E-mail Gets Read
---	---

Duration

6 hours – 9am to 3:30pm



Using OneNote in the School Environment



Target Audience

This course is ideal for people who work within teams or groups and need to share or collaborate on ideas. This could be between teachers and students, amongst admin staff or any group of individuals. This is an Introduction level course.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this is not the right course for you	Not suitable
If you read through this outline and are familiar with only some or no topics this course is right for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">• What is OneNote 2016?• Start OneNote and open and navigate notebooks• The OneNote 2016 interface• Adding OneNote 2016 to your taskbar• Create a new notebook• Work with sections, pages and subpages in a notebook• Add various forms of content to a notebook, including pictures, screen clippings, attachments, audio and video, mathematical equations• Working with linked notes• Create and use Quick Notes• Sending to OneNote 2016• Apply formatting to note text	<ul style="list-style-type: none">• Work with note containers• Work with tables Viewing and organising information• Create and work with an outline• Use the drawing tools to create basic drawings• Create and work with tags• Search in notebooks• Create and work with a custom template• Apply page formatting• Print and export notebooks• Password protecting sections in OneNote 2016• Share and syncing notebooks (collaboration)• Distributing notes using Outlook or Word• Looking at professional and personal notebook examples• Using OneNote 2016 in the classroom
---	---

Duration

6 hours – 9am to 3:30pm



Word 2016 Fundamentals



Target Audience

This course is designed for users who have little or no experience with Word. It is designed for those who are interested in gaining more confidence with creating great, professional documents for the school environment.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then we suggest that you consider our Word for Long Documents course	Not suitable
If you read through this outline and are familiar with some topics then this is still the right course for you.	Suitable
If you read through this outline and most of it is unknown, then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

C

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Overview of the Word 2016 Screen- Creating a new document- Saving and Opening documents- Spellcheck- Selecting text- Editing text- Inserting symbols- Formatting text- Format Painter- Document views	<ul style="list-style-type: none">- Cut, copy and paste- Document navigation- Inserting tables- Modifying tables- Working with the font options- Paragraph formatting- Bulleted and numbered lists- Adding borders and shading to documents- Inserting page numbers
--	---

Duration

6 hours – 9am to 3:30pm

Using Word for Long Documents



Target Audience

This course is designed for those who have mastered the basics of Word but need to know specific functions when working with long documents. Long documents include booklets, course manuals, lengthy reports etc. or any longer documents that need to present with a professional feel.

Level

Intermediate

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics this is not the right course for you	Not suitable
If you read through this outline and are familiar with some or no topics then this is the right course for you.	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

C



Course outline

This course covers the following topics:

<p>Formatting Techniques</p> <ul style="list-style-type: none">Creating First Line Indents and Hanging IndentsInserting Right IndentsUnderstanding PaginationWidow and Orphan ControlKeeping with NextKeeping lines togetherPage Break beforeHyphenationHiding TextCreating and using Drop CapsInserting Returns and Removing ReturnsFormat Revealing <p>Page techniques</p> <ul style="list-style-type: none">Inserting a Cover Page and Blank Cover PageInserting and Creating a WatermarkRemoving a Watermark and Page ColoursApplying a Page BorderApplying Lines to a Page <p>Building Blocks</p> <ul style="list-style-type: none">Understanding Building BlocksUsing the Building Blocks OrganiserCreating Quick PartsSaving Building BlocksUsing and Editing Quick PartsDeleting Quick PartsCreating Template Specific Building BlocksAutoText versus Quick Parts <p>Styles</p> <ul style="list-style-type: none">Applying Styles to Paragraphs and to TextCreating a Quick StyleCreating a Paragraph Style and Character StyleApplying Custom Styles <p>Table of Contents</p> <ul style="list-style-type: none">Inserting a Table of ContentsNavigating with a Table of ContentsUpdating Page Numbers and Table of ContentsCustomising and Formatting a Table of Contents	<p>Indexing</p> <ul style="list-style-type: none">Marking Index EntriesCreating an AutoMark FileMarking Index Entries with an AutoMark FileRemoving Marked EntriesGenerating an IndexModifying the Index FormatUpdating an Index <p>Sections</p> <ul style="list-style-type: none">Inserting a Next Page Break, Continuous BreakInserting Even and Odd Page Breaks <p>Headers and Footers</p> <ul style="list-style-type: none">Quick Headers and FootersCreating a Blank HeaderCreating a Blank FooterSwitching Between Headers and FootersEditing Headers and FootersAdding Page NumberingAdding Date InformationAdding Document InformationFormatting Headers and Footers <p>Bookmarks</p> <ul style="list-style-type: none">Creating BookmarksNavigating with BookmarksDeleting bookmarks <p>Master Documents</p> <ul style="list-style-type: none">Understanding sub documentsCreating a Master Documents and SubdocumentsWorking with Master Documents ViewsInserting SubdocumentsFormatting a master documentEditing subdocumentsMerging and splitting subdocumentsDeleting subdocumentsBuilding a Table of ContentsPrinting a Master document
---	--

Duration

6 hours – 9am to 3:30pm

PowerPoint Fundamentals for Schools



Target Audience

This course is designed for users who have little or no experience with PowerPoint. It is designed for those who are interested in gaining more confidence creating presentations and learning more about the great tools and functions.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this course is not suitable for you	Not suitable
If you read through this outline and are familiar with some topics but need to know more, then this is still the right course for you.	Suitable
If you read through this outline and most of it is unknown, then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

C

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Overview of the PowerPoint Screen- Creating a new presentation- Applying a theme to your presentation- Saving- New slides- Entering text onto slides- Slide Transitions and Animations- Running a slideshow- Working with text- Master slides	<ul style="list-style-type: none">- Understanding slide layouts- Inserting tables and pictures- Using SmartArt- Working with Shapes- Preparing a presentation in the Slide Sorter view- Adding notes to your slides- Hyperlinks- How to deliver and create brilliant presentations
--	---

Duration

6 hours – 9am to 3:30pm



caring, flexible, professional

Sutherland Training

Phone: 07 5451 1737

Email: courses@sutherlandtraining.com.au

Website: www.sutherlandtraining.com.au

CALL OR EMAIL US TO MAKE A BOOKING