



Byte-Sized Workshops

2348 Post Road
Warwick, RI 02886
Phone: 401-921-2450 Fax: 401-921-2463
www.homekeyinc.com

Byte Size Workshops are 1.5-2 hour hands-on workshops on a specific software topic. The topics typically address a particular software task such as Word Mail Merge, Excel Lists, Windows File Management, etc. The workshops allow students to focus on one topic instead of sitting through a full-day class that may only provide a couple of helpful ideas.

Workshops are scheduled throughout the day including early evenings. This allows organizations to send their employees to focused training sessions that do not take up an entire day. For instance, a student can attend an early morning session (8:30am – 10am) prior to starting the work day. Or, they can attend a late afternoon session (3pm – 4:30pm) or (5pm – 6:30pm) immediately after work.

Class size is limited so early enrollment is encouraged.

Workshop List

Microsoft Access - Basic Tables and Relationships

Prerequisite: Participant must have some Access exposure.

- Understand and modify a table's field properties
 - Index a field and add a primary key to a table
 - Change a field's data type
 - Format how information is displayed in a field
 - Specify data validation options for a field
 - Understand table relationships
 - Understand referential integrity
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Microsoft Access - Basic Queries

Prerequisite: Participant must have basic Access experience.

- Understand the various types of queries and their purposes
- Create queries based on more than one table
- Create queries that calculate and summarize information
- Use the Expression Builder to create expressions
- Create parameter queries that prompt the user for information



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Microsoft Access - Basic Reports

Prerequisite: Participant must have basic Access experience.

- Create and modify a report
 - Add, delete, move, and size controls
 - Adjust page margins and orientation
 - Add page numbers and dates
 - Work with report sections
 - Use reports to group and sort records
 - Create and work with report sections
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Microsoft Access - Basic Forms/Subforms

Prerequisite: Participant must have basic Access experience.

- Create and modify a form
 - Add, delete, move, and size controls
 - Change a form's tab order
 - Work with control properties and settings
 - Work with form properties and settings
 - Use the Control Wizard to create interactive forms
 - Create subforms to display information from a one-to-many relationship
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Microsoft Access – Basic Macros

Prerequisite: Participant must be familiar with Access forms.

- Create and run a macro
 - Create a collection of macros in a single macro group
 - Assign a macro to a button on a form
 - Assign a macro keystroke combination
 - Create a conditional IF/THEN expression
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Microsoft Excel – Techniques to Transform and Convert Data

Prerequisite: Participant must have basic formulas experience.

- Understand data types in Excel
 - Use functions (left, mid, right, concatenate) to transform data
 - Use text to columns to transform data
 - Use find and replace to transform data
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Microsoft Excel – Working with Lists

Prerequisite: Participant must have basic Excel experience.

- Create a list
 - Sort a list
 - Use the AutoFilter to filter a list
 - Create a custom AutoFilter
 - Create subtotals
 - Use data validation when entering records to a list
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Microsoft Excel – Pivot Tables

Prerequisite: Participant must have good Microsoft Excel experience.

- Using PivotTables
 - Understanding PivotTables
 - Using the PivotTable Wizard
 - Laying out a PivotTable on a Worksheet
 - Modifying PivotTable Fields
 - Working with Page Fields
 - Refreshing a PivotTable
 - Enhancing PivotTables
 - Formatting a PivotTable
 - Working with Summary Functions
 - Sorting Items in a PivotTable
 - Grouping Data
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Microsoft Excel – Basic Charting

Prerequisite: Participant must have good Microsoft Excel experience.

- Create a chart
 - Move and resize a chart
 - Format objects in a chart
 - Change a chart's source data
 - Change a chart type
 - Add titles, gridlines, annotations, and a data table to a chart
 - Create and work with a custom chart
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Microsoft Excel – Working with Dates and Times

Prerequisite: Participant must have good Microsoft Excel experience.

- How Excel Stores Dates and Times
 - Entering Dates in Excel
 - Entering the Current Time
 - Working with Elapsed Time
 - Elapsed Days as Years, Months and Days
 - Ages in Years and Months
 - Using Custom Number Formats
 - Understanding Date and Time Formatting Codes
 - Working with Minutes
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Microsoft Excel – The Basics (Part 1 of 2)

Prerequisite: Participant must have good Windows experience.

- Entering labels and values into a workbook
- Navigating a workbook
- Enter and work with date values
- Edit, clear, and replace cell contents
- Insert and delete cells, rows, and columns
- Format values
- Adjust column width
- Basic Formulas (Add, Subtract, Multiply, Divide)
- Sum Columns



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Microsoft Excel – The Basics (Part 2 of 2)

Prerequisite: Participant must have basic Excel experience.

- Add borders, colors, and patterns to cells
 - Merge cells
 - Add headers, footers, and page numbers to a worksheet
 - Specify what gets printed and where the page breaks
 - Adjust the margins, page size and orientation, and print scale
 - Create a formula with several operators and cell ranges
 - Work with and understand Absolute and Relative cell references
 - Use the Insert Function feature to enter and edit formulas
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Microsoft Word – Mail Merge

Prerequisite: Participant must have good Microsoft Word experience.

- Creating and working with a mail merged Main Document
 - Creating a data source for the mail merge
 - Entering records to the data source
 - Inserting merge fields to the Main Document
 - Selecting specific records to merge
 - Creating and working with labels
 - Using an existing database as the data source
 - Creating and working with envelopes
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Microsoft Word – Working With Tables

Prerequisite: Participant must have good Microsoft Word experience.

- Creating a table
 - Adjusting row height and column width
 - Inserting and deleting rows and columns
 - Formatting a table with borders and shading
 - Formatting characters and paragraphs in a table
 - Splitting and merging cells in a table
 - Sorting information in a table
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Microsoft Word – Basic Word Processing

Prerequisite: Participant must have basic Windows experience.

- Starting Microsoft Word
 - Give commands to Word
 - Entering text and working with automatic corrections
 - Inserting and deleting text
 - Naming and saving a document
 - Printing and closing a document
 - Cutting, copying, and pasting text
 - Using spelling checking
 - Using undo and redo
 - Formatting characters
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Microsoft Word – Drawing and Working with Graphics

Prerequisite: Participant must have basic Word experience.

- Drawing on your documents
 - Adding, arranging, and formatting text boxes
 - Selecting, resizing, formatting, and deleting objects
 - Inserting clip art and pictures
 - Specifying how text wraps around pictures and text
 - Aligning and grouping objects
 - Drawing AutoShapes
 - Flipping and rotating objects
 - Layering objects
 - Applying shadows and 3-D effects
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Microsoft Word – Working With Styles and Templates

Prerequisite: Participant must have basic Word experience.

- Creating and using templates
 - Creating and applying paragraph styles
 - Creating and applying a character style
 - Modifying an existing style
 - Displaying styles in a document
 - Attaching a different template to a document
 - Copying styles between documents and templates
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Microsoft Outlook – Basic Email

Prerequisite: Participant must have general Windows experience.

- Compose and send an e-mail message
 - Spell-check an e-mail message before sending it
 - Reply to and forward an e-mail message
 - Create Folders
 - Create and insert a signature
 - Work with file attachments
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Microsoft Windows – File Management

Prerequisite: Participant should have basic word processing skills.

- Understanding storage devices, folders, and files
 - Using My Computer to navigate through folders and files
 - Opening, creating, and renaming files and folders
 - Copying, moving, and deleting files and folders
 - Restoring a deleted file, and emptying the Recycle Bin
 - Changing how information is displayed
 - Selecting multiple files and folders
 - Finding a file using the Search Companion
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