



Where will AIM WA
lead you?



Australian
Institute of
Management
WESTERN AUSTRALIA

LEARNING PATHWAYS FOR COMPUTING IN THE WORKPLACE 2018

Microsoft Excel, Outlook, Project and Word



A complete guide to how you,
your team and your organisation can
acquire the skills to reduce repetition,
eliminate errors and save time.

Continuous Improvement is a common ambition. It applies to individuals, to teams, to systems and processes and even to entire organisations.

Continuous Improvement is also **a journey not a destination** – no two individuals start from the same position because we have all had different experiences, families, work histories and exposure to learning opportunities. This means the next phase of the journey will be different for each of us – some elements will be common, but overall, each development pathway will be unique.

These learning pathways offer a range of options, regardless of your current level of competence, to acquire the practical skills required of the modern professional.

So choose wisely and individually. Consider the destination and the range of pathways that might lead you there. Seek advice from trusted colleagues, mentors or an AIM WA advisor. Then commit fully to the journey.

FOR YOU ... FOR YOUR TEAM ... FOR YOUR ORGANISATION

Decisions about what professional development is done are taken by many people inside organisations. Typically, the decision makers fall into three categories – the individual, their line manager or the HR Professional.

These pathways have been prepared with all three decision-makers in mind because we know all three have the same key drivers – to grow, to improve performance and to build capacity for the future.

Play to Your Strengths

Consider the role of an AFL Full Forward or Netball Goal Shooter. Usually, their key strength is scoring goals. Would you like them to be the best in the league at scoring goals, or to have a good all-round game? Most coaches want them to be brilliant at scoring.

This poses the question for you. **Should you plan professional development to enhance your strengths or address your weaknesses?** Contemporary research indicates a strengths-based model is the best option – unless, the weakness is mission critical to the role. The theory goes that the effort required to address a weakness will be substantial and will result in only marginal improvements in performance. However, additional development on areas of strength has the potential to provide significant productivity gains and/or competitive advantage.

TAKE THE NEXT STEP ON YOUR LEARNING JOURNEY

REFLECT on your professional development needs. Where are the gaps? What development would have the most significant impact?

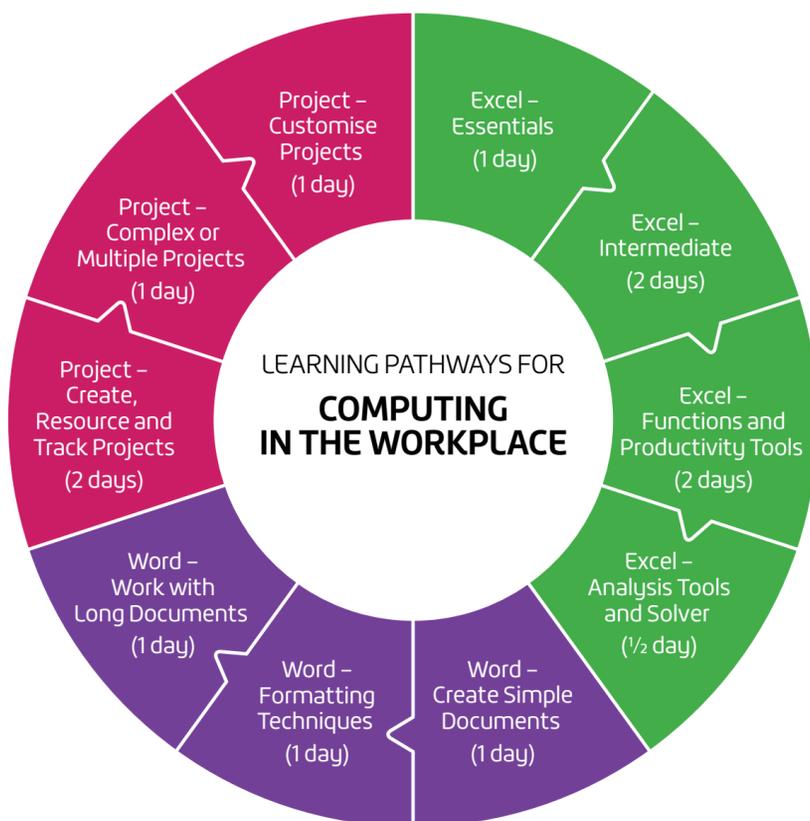
REVIEW the options below. Select the ones with the closest match to your needs. Go to aimwa.com for more details or call +61 8 9383 8000 for more information.

SHARE with colleague team manager

BOOK the training at aimwa.com or call +61 8 9383 8000 and schedule the dates in your diary.

DEVELOPMENT PATHWAYS ON YOUR JOURNEY:

A broad range of programs covering the Microsoft Office Suite offer you the opportunity to upgrade your computing skills and increase your productivity.



Program can link to a **Nationally Recognised qualification**

Computing proficiency is a must in today's modern workplace. However, most people go no further than learning the basics to get by. The programs below will take you from essential through to advanced level allowing you to maximise your skills and save time back at the office.

PROGRAMS IN 2018

EXCEL

Excel - Essentials (#940)

Jan 23, Feb 22, Mar 20, Apr 20, May 23, Jun 26, Jul 19, Aug 28, Sep 19, Oct 10, Nov 20, Dec 12

Do you need to create or modify spreadsheets using Microsoft Excel? In this program you will learn how to add data, edit, format and print spreadsheets. You will create charts and use formulas and functions for simple calculations. If you use computers but are new to Excel or don't have much experience with Excel, then this program is for you.

Excel - Intermediate (#933)

Jan 23-24, Feb 12-13, Mar 8-9, Apr 10-11, May 10-11, Jun 7-8, Jul 11-12, Aug 9-10, Sep 6-7, Oct 2-3, Nov 8-9, Dec 11-12

If you have used Microsoft Excel for some time and need to learn more, this program provides you with additional skills. Learn how to identify ranges with names, use workbooks with multiple sheets, protect worksheets and files, link worksheets, audit files and create templates. Work with functions such as IF and VLOOKUP. To benefit from this program you should be a confident user of Excel.

Excel - Functions and Productivity Tools (#987)

Jan 18-19, Feb 15-16, Mar 15-16, Apr 5-6, May 15-16, Jun 14-15, Jul 19-20, Aug 2-3, Sep 13-14, Oct 8-9, Nov 12-13

This program shows you how to work with databases in Microsoft Excel (using filtering, sorting and subtotals). It introduces PivotTables, macros and hyperlinks and teaches logical, lookup, reference and statistical functions. If you are experienced in designing and modifying spreadsheets, can write formulas and have worked with IF and VLOOKUP functions, this is for you.

Excel - Analysis Tools and Solver (#979)

May 22, Sep 28, Dec 14

This program outlines on Excel's What-If Analysis tools, very useful for business planning and modelling techniques. They are used to look at a range of plausible outcomes and determine what input values are needed to achieve those outcomes.

WORD

Word - Create Simple Documents (#944)

Apr 20, Jul 2, Dec 7

Using Microsoft Word efficiently will help you create good looking documents quickly. This program develops essential Word skills needed to create, edit, format and print documents and explores many of the most important features of the program. If you have some computing skills, but have little experience with Word or are new to Word, this program is right for you.

Word - Formatting Techniques (#945)

May 18, Jul 17, Oct 5

Give your documents a more professional look by applying correct and clear formatting. This program introduces the necessary formatting features and teaches you troubleshooting skills to apply when formatting goes wrong. Learn to work with section breaks and how to add headers and footers to multi-page documents. If you have used Word for some time and struggle with formatting skills, this program is ideal.

Word - Work with Long Documents (#953)

Feb 14, Jun 18, Dec 6

Working with long documents in Microsoft Word can be a challenge. We will show you how to format documents quickly and consistently, how to add numbered headings, create a table of contents, an index, table or figure captions and cross-references. Learn how to avoid formatting problems when copying text between different documents. To benefit from this program, you should have a sound knowledge of Word.

PROJECT

Project - Create, Resource and Track Projects (#970)

Jan 17-18, Mar 12-13, May 8-9, Jul 4-5, Sep 5-6, Nov 5-6

Do you need to keep track of projects? Then Microsoft Project can help you. Learn about the concepts of project management and become familiar with the Microsoft Project terminology. Find out how to track projects, create schedules, allocate resources or costs and prepare simple reports. If you use computers but don't have much experience with Project or are new to Project, this program is for you.

Project - Complex or Multiple Projects (#972)

Apr 10, Jul 25, Oct 24

Learn to work with multiple projects and to split tasks and share resources. In this program you will manage project schedules, format reports or project views and customise the Microsoft Project environment. If you are familiar with Project, but have problems applying it to your specific project needs or if you need to resolve project difficulties, you will benefit from this program.

Project - Customise Projects (#974)

Mar 8, Jun 20, Nov 16

This program examines on Microsoft Project's ability to store custom data and to prepare the data for presentation to clients and other stakeholders using customised views and reports.

OUTLOOK

Outlook - Time Management Techniques in Outlook (#905)

Feb 12, Jul 24, Dec 4

Finding out how to use Microsoft Outlook as a time management tool, so you can manage the flow of emails and keep track of time, is probably the best decision you'll ever make! If you have used Outlook for some time, but need to become more efficient when dealing with your messages, organising meetings and storing contact information, this program is for you.

ADDITIONAL PROGRAMS TO CONSIDER ON YOUR JOURNEY

- Access - Database Design (#991)
- Access - Work with Existing Databases (#995)
- Access - Forms and Reports (#992)
- Access - Create Select Queries (#994)
- Access - Advanced Forms and Reports (#996)
- Access - Advanced Queries (#997)
- Access - Introduction to Macros (#993)
- Acrobat - Create and Edit PDF Files (#917)
- Acrobat - Work with Forms and Multimedia (#918)
- Excel - Formulas and Functions (#980)
- Excel - Worksheets and Workbooks (#981)
- Excel - Simple to Complex Charting (#982)
- Excel - Data Analysis (#984)
- Excel - KPI Dashboards (#900)
- Excel - Advanced Functions (#985)
- Excel - Array Formulas and More Functions (#978)
- Excel - PivotCharts and PivotTables (#963)
- Excel - Macros with VBA Programming (#936)
- Excel - Advanced Macros with VBA Programming (#937)
- Excel - PowerPivot (#975)
- Excel - Power Query (#976)
- Excel - Power BI Desktop (#977)
- Indesign (#919)
- Photoshop (#920)
- Powerpoint - Create and Enhance Slides (#954)
- Powerpoint - Create Multimedia Presentations (#955)
- Prezi - Presentation Skills (#907)
- Project - Level Resources and Link Data (971)
- Project - For Schedulers (#956)
- Project - Tracking, EVM and Visual Reports (#957)
- Word - Display Techniques and Mail Merge (#951)
- Word - Templates, Forms and Macros (#952)
- Word - Professional Document Design (#901)

OTHER LEARNING PATHWAYS TO EXPLORE

- Frontline Leaders and Supervisors
- Sales and Marketing Professionals
- Technical Professionals
- HR and Training Professionals
- New and Experienced Managers
- Current and Emerging Leaders
- Office Managers and Administrators

CUSTOMISED TRAINING GIVES YOU THE EDGE

Open programs can be very effective when you have a small number of people and you want them exposed to a diverse range of participants.

However, if you require the training to be aligned to the specific needs of your organisation, then a tailored solution is best.

We offer a personalised service with a dedicated Client Relationship Manager and consultants who can diagnose, design, deliver and evaluate to your requirements.



ENROL TODAY

Find and book programs at aimwa.com
or call **+61 8 9383 8000**.



BECOME A MEMBER

AIM WA membership opens doors.
Lead yourself to aimwa.com to find out more.



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with AIMinWA.



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