



Workshop

“Microsoft Office - Shipping, Finance & Management Skills”

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Sessions: 3 x 3-hour sessions for MS Excel
2 x 2-hour sessions for MS Word
2 x 2-hour sessions for MS PowerPoint

EDUCATIONAL AIM

The aim of this workshop is to equip students with Microsoft Office skills (Word, Excel, PowerPoint) so as to enable them to create, manage, evaluate and communicate information efficiently, in both academic and business environments. In order to enhance the attendants' learning outcomes, these skills are taught in the context of the International Shipping, Finance and Management disciplines covered in the corresponding M.Sc. program.

EDUCATIONAL OBJECTIVES

The workshop is especially designed for full and part-time students in the areas of Shipping, Finance and Management. Attendants will master advanced MS Office skills in this perspective with the objective to:

Enhance academic performance during the M.Sc. studies:

- Tackle assignments effectively, save time, collaborate with ease as team-members, deliver work professionally.
- Obtain necessary skills to prepare the M.Sc. Thesis - cope with research papers, data analysis, evaluation and presentation of results.
- Go beyond the “point and click” – develop critical thinking by applying coursework knowledge on practical Shipping, Finance and Management case studies.

Develop/Evolve MS Office literacy – an important skill desired by employers:

- Feel confident about organizing work and addressing daily job requirements efficiently.
- Enhance the ability to multi-task in a complex and demanding work environment.
- Collaborate with colleagues successfully.
- Obtain transferrable skills with long-term effects - Produce high quality work that helps distinguish oneself at employment positions.

CERTIFICATES OF ATTENDANCE

Separate certificates of attendance for each Ms Office application will be provided to the attendees. To receive a certificate, participants have to attend all sessions of each Ms Office application.

THEMATIC AREAS COVERED AND ANALYTICAL PRESENTATION OF THEIR LEARNING OUTCOMES

1. MICROSOFT OFFICE EXCEL

i. Introduction to Excel

Introduction to Spreadsheets

Design spreadsheets; Explore the Excel window; Enter text, values, dates etc. in a spreadsheet.

Workbook and Worksheet Management

Manage workbooks by renaming, inserting, and deleting worksheets; Make changes to worksheet columns and rows, such as inserting, deleting, and adjusting sizes.

Clipboard Tasks

Select different ranges; Move a range to another location; Make a copy of a range; Use the Paste Special feature.

Formatting

Apply different alignment options, including horizontal and vertical alignment, text wrapping, and indent options; Format different types of values.

Page Setup and Printing

Select options on the Page Layout tab; Use the Page Setup, Scale to Fit, and Sheet Options groups; Print your worksheet.

ii. Formulas and Functions: Performing Quantitative Analysis

Formula Basics

Create formulas in which cell addresses change or remain fixed when you copy them; Learn how to identify and prevent circular references in formulas.

Function Basics

Insert functions using the keyboard, the Insert Function and Function Arguments dialog boxes.

Database Filtering and Functions

Determine results with the IF Function; Design logical tests; Design the Value_If_True and Value_If_False Arguments; Create other IF Functions; Create a Lookup Table; Understand the VLOOKUP Function Syntax; Understand how Excel processes the Lookup.

Perform Descriptive and Inferential Statistical Analysis

Use math and statistical functions (SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS etc.) to perform conditional statistical calculations; Use relative-standing functions, such as RANK, PERCENTRANK, PERCENTILE, and QUARTILE; Load and use different functions of the Analysis ToolPak; Create a Histogram; Perform regression

analysis; use Solver to find optimal solutions to decision problems.

Perform Financial Analysis

Prepare a loan amortization table using financial functions; Calculate Payments with the PMT Function; Calculate Interest and principal payments with IPMT and PPMT Functions; Calculate present and Future Values.

iii. *Charts: Depicting Data visually*

Chart Creation, Formatting and Modification

Select the data source; Choose the best chart type to represent numerical data; Move, size, and print a chart; Edit the chart elements; Apply a chart style and colors; Modify the data source; Create and customize Sparklines.

iv. *Datasets and Tables: Managing Large Volumes of Data*

Navigate and print large datasets

Keep labels onscreen as you scroll through a large dataset; Manage page breaks; Print only a range instead of an entire worksheet; Print column labels at the top of each page of a large dataset.

Excel Tables Basics

Learn table terminology and rules for structuring data; Create a table from existing data; Manage records and fields; Remove duplicates; Apply a table style to format the table.

Table Manipulation and Aggregation

Sort records by text, numbers, and dates in a table; Filter data based on conditions you set; Insert structured references to build formulas within a table; Add a row at the end of the table to display basic statistical calculations.

Table Conditional Formatting

Apply Conditional Formatting with the Quick Analysis Tool; Create conditional format rules.

PivotTables and PivotCharts

Create a PivotTable by organizing data into columns and rows to aggregate data; Modify a PivotTable; Filter and Slice a PivotTable; Create a Calculated Field; Formatting a PivotTable; Using PowerPivot Functionality; Create a PivotChart.

v. *Multiple-Sheet Workbook Management: Ensuring Quality Control*

Multiple Worksheets

Work with multiple worksheets and insert hyperlinks from one worksheet to other worksheets; Group worksheets together to enter data and apply formatting; Manage windows by controlling worksheet visibility, opening and arranging windows, splitting a window, and saving a workspace.

Formula Audits and Data Validation

Use formula auditing tools to detect errors; Apply data validation rules to make sure users enter correct data into input cells.

vi. *Collaboration and Workbook Distribution: sharing Data with Others*

Collaboration

Share workbooks with others; Compare and merge workbooks; Insert and edit comments; Track changes made by team members; Accept or reject changes.

Workbook Information

Use document Inspector; Check compatibility; Protect a workbook; Add a digital signature; Add a signature line.

Workbook Distribution

Save a workbook in different file formats and previous Excel versions; Send the workbook to others.

vii. *Templates, Styles, and Macros: Standardizing Workbooks*

Templates, Themes, and Styles

Select an Excel template; Apply a theme, display a background, apply cell styles; Create custom styles.

Custom Templates and Workbook Protection

Create and use a template; Lock and unlock cells; Protect a worksheet; Protect a workbook from being changed.

Macros

Create a Macro; Run a Macro; Create Macro buttons; Set Macro security.

2. MICROSOFT OFFICE WORD

i. Introduction to Word: Organizing a document

Introduction to Word Processing and Document Organization

Explore Word's interface; Learn how to create and save a document; Explore the use of templates; Perform basic editing operations; Move quickly around in a document and review spelling and word usage; Customize Word to suit your preferences; Customize the Ribbon and the Quick Access Toolbar; Improve readability; Change the view of a document.

Document Settings and Properties

Prepare a document for distribution; Save in a format compatible with earlier versions of Word; Convert a file created in an earlier version to a later one; Check for sensitive information included in a file; Make backup copies of important documents; Work with print options; Customize and print document properties.

ii. Document Presentation: Editing and Formatting

Text and Paragraph Formatting

Change font and font size; Format text with character attributes, such as bold, underline, and italics; Adjust paragraph and line spacing, set tabs, change alignment, and apply bullets and numbering.

Document Appearance

Explore document formatting options, including themes and style sets; Create and apply styles; Work with sections and columns; Organize and format sections independently of one another.

Inserting and Formatting Objects

Include pictures, searching for them online as well as obtaining them from your own storage device; Create impressive text displays with WordArt; Create text boxes.

iii. Document Productivity: Working with Tables and Mail Merge

Tables

Create a table; Position the table within a document; Insert and delete columns and rows; Merge and split cells; Adjust row height and column width; Modify the appearance of a table using table styles; Adjust table position and alignment; Format table text; Enhance tables with borders and shading; Sort table data; Include captions with tables, so that tables are correctly identified; Ensure that table contents are easily identified, even if table rows are carried over to another page; Simplify the task of creating a table - convert plain text into a table; convert a table to plain text.

Mail Merge

Use Mail Merge to create a main document and select a recipient list; Combine, or merge, the main document and data source to produce a document that is personalized for each recipient.

iv. *Collaboration and Research: Communicating and Producing Professional Papers*

Research Paper Basics

Understand the use of style manuals; Create source references and insert citations; Develop a bibliography; Work with footnotes and endnotes; Create a Table of Contents; Create an Index; Create a Cover Page.

Document Tracking

Review documents; Add, view and reply to comments; Track changes in a document; Control the level of detail that shows; Accept or reject changes made by others.

v. *Time Saving Tools: Using Templates, Multiple Documents, and Themes*

Document Templates

Use a template to start a document; Create a template; View and download templates from Office.com.

Multiple Documents

View multiple documents side by side, compare and combine them; Create a document that contains subdocuments; Use tools to navigate within lengthy documents; Create an electronic marker for a location in a document; Use the 'Go To' feature to find the marker.

Document Themes

Apply themes to a document; Create your own theme; Customize the theme elements.

vi. *Document Automation: Forms, Macros, Security*

Forms

Create and use a simple form that can be printed and filled in or completed onscreen; Create and customize form controls; Perform calculations in a table form; Protect the document from others' modifications.

Macros

Record, run and modify macros.

Document Protection and Authentication

Restrict permissions to documents against unauthorized access, formatting, or content changes; Mark a document as final, set passwords, and add digital signatures.

3. MICROSOFT OFFICE POWERPOINT

i. Introduction to PowerPoint

Explore PowerPoint by viewing a previously completed presentation; Modify the presentation and add identifying information; Examine PowerPoint views to discover the advantages of each view; Save the presentation.

ii. Presentation Creation

Planning a Presentation

Prepare a Storyboard; Begin with a Theme or Template; Create a Title Slide and Introduction; Create the main body of slides; Create the conclusion; Assess and review your presentation.

Presentation Development

Create a presentation using a Template; Modify a presentation based on a Template; Create a presentation in Outline View; Modify an Outline structure; Print an Outline; Data imports; Sections; Modify a theme; Modify the Slide Master; Add a table; Add a header and footer.

iii. Presentation Enhancement

Basics

Slide show Design principles; Insert clip art objects; Move and resize the clip art; Apply slide transitions; Add animations; Create Shapes; Apply Quick Styles and customize Shapes; Create/modify SmartArt/WordArt; Modify objects; Arrange objects; Insert/transform a picture; Add a video; Use video tools; Add audio; Change audio settings.

Creating Infographics

Create text-based charts; Create a Poster or a Banner; Draw a Table; Create a table structure; Format table components; Change table layout; Share information between applications; Identify Chart types and elements; Create/insert a chart; Switch row and column data; Change a chart type; Change the chart layout; Format chart elements.

Interactivity and Advanced Animation

Insert and use Hyperlinks; Add action buttons; Use a trigger; Apply multiple animations to an object; Apply a motion path animation; Specify animation settings and time animation text; Use the animation pane.

Navigation and Printing

Run a slide show and navigate within the show; Practice a variety of methods for advancing to new slides or returning to previously viewed slides; Annotate slides during a presentation; Change from screen view to black-screen view; Print handouts of the slide show.

iv. Collaborating, Preparing, Securing, and Sharing a Presentation

Presentation Collaboration

Work with Comments and Annotations; Show, hide, and print Markup; Compare and Merge presentations; View presentation properties.

Sharing and Presentation Security

Check a presentation for Issues; Protect a presentation; Select a presentation file type; Save and share a presentation.

READING MATERIAL

Gaskin S. et al. (2020), 'GO! with Microsoft Office 365, 2019 Edition Introductory', Pearson Education

Patrick Carey (2020), 'New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive', Cengage Brain

Duffy. et al. (2020), 'Illustrated Microsoft Office 365 & Word 2019 Comprehensive', Cengage Brain

Katherine T. Pinard (2020), 'New Perspectives Microsoft Office 365 & Powerpoint 2019 Comprehensive', Cengage Brain