

# NOVA-IT

## Pick & Mix Sessions

Each of our Pick & Mix sessions is 1.5 hours, so you can Pick & Mix four in a day. Please contact us if you are interested in any Pick & Mix sessions or would like course outlines for any of the below:

### Excel

- Formula Magic
- Complex Formulas
- Getting the Most from Data
- Managing Big Workbooks
- Charts and Sparklines
- PivotTables & PivotCharts
- Automating Your Workbook
- Sharing Your Workbooks and Macros

### Word

- Documents from Scratch
- Working Smarter
- Indents Tabs Bullets & Numbering
- Using Correction & Editing Features
- Tables
- Managing Long Documents
- Page Layout
- Graphical Documents
- Mailings
- Automating Your Documents

### PowerPoint

- Presentations from Scratch
- Working Smarter
- Working with Tables & Charts
- Images Shapes SmartArt & Video
- Corporate Image using Masters
- Power User

### Outlook

- Working Smarter