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Every Life, Every Moment, Every Day. A New Discovery...

**DIGITAL
MARKETING
COURSES**

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TECHNOLOGY-LEARNING-BUSINESS-UNITES

Strong Leadership. Smart Learning. Smart Learning.

MICROSOFT ACCESS COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Access?

Microsoft Access is a widely distributed **MS Access** is a **DBMS** (database management system) from Microsoft that puts together the relational **Microsoft Jet Engine** with software development tools and so on to deliver a graphical user interface.

MS Access is a member of the **Microsoft Office** suite of enterprise applications. It is either included in the Professional and higher editions or sold separately. Microsoft Access stores and relates data and allows retrieval based on the **Microsoft Access Jet Database Engine**. It can also import or link directly to various databases featured in other applications such as **Excel**.

Software developers, power users, and data architects can make use of Microsoft Access to design and develop applications similar to other Microsoft Office applications. Microsoft Access is supported by Visual Basic Applications (VBA) which is an object-oriented software development language but comparatively references a variety of objects including the legacy Jet Access Objects (DAO), AccessX Data Objects, and many other components of **AccessX**. Visual objects in MS Access are used to display forms and reports, expose their various properties and methods in the Visual Basic Application programming environment, and VBA code modules can declare and call various Windows operating system operations.

In addition to MS Access having its own database storage file, Microsoft Access also may directly read or be linked to other database management products such as the **SQL** and tables, such as the Microsoft SQL Server and to **SQL** Microsoft products such as **SQL Server** and **Oracle**. Multiple external sources can be used by the Microsoft Access Jet **Table** (ACE, DDE and ODBC formats). In the past, some applications such as Visual Basic, Visual Studio, **AccessX** and **MS Access** will use the Microsoft Access database format by its data tables and queries. Microsoft Access may also be part of a more large and complex solution, where it may be combined together with other technologies such as Microsoft **Exchange**, Microsoft **Word**, Microsoft **Word**, Microsoft **PowerPoint**, and **AccessX** controls.

Microsoft Access tables offer support for a variety of standard features, indexes, and relational integrity which includes lots of standard options such as **MS Access** comes with a query interface, display forms and reports, and reports for printing.



Components of Microsoft Access

Below are the major components of MS Access:

1. Tables

Tables are responsible for storing information within the database. Tables in Access link directly to tables in Excel. They contain columns and rows. Each column has a name at the top, and each row has a number.

2. Relationships

Relationships give meaning to tables. It is essentially the "connections" or "links" that are formed between tables. Tables can be related in one of three ways: **one-to-one**, **one-to-many** and **many-to-many**.

3. Forms

In Access, a form is a database object that you forward to create a user interface for a database application.

4. Reports

Once data is entered into the database, you can run reports to view, summarize or format various information. Reports cannot be edited in Access, but you can pick and choose the information you want to compare before creating the report.

5. Queries

Queries are requests for information from the database. When querying you can sort, view, list, filter, update, delete and more based on the results you are looking for.

6. Macros

This module contains tasks to be automated. Macro performs series of actions based on how you enter them. The common macros that will open forms, change values, run queries and view the other macros.



Features of Microsoft Access

Names of the Features/Tools:

1. Queries:

The Query Wizard is another feature for fetching data. When a user clicks the button for this feature, Access creates SQL statements to retrieve records based on the Wizard's queries. Access sets rules on the field and the query grid for retrieving their stored data. The SQL window lets students of Access the other applications in the query grid. Users familiar with SQL, can enter their statements in this window, then run the statements by clicking the "Run" button on the toolbar.

2. Reports:

The Report Wizard is a feature that creates a report from a selected table or other data source with a single click. Users click a table in the navigation pane, then click the Report Wizard's button the toolbar to create the wizard, which prompts users for parameters for defining the report.

3. Import And Export:

This feature is for importing/exporting data. It is the set of tools under the "External Data" menu heading. One of these tools is labeled "Import". By clicking it, Access users display a wizard that guides them through the process of moving data from an Excel spreadsheet to their Access database.

4. Data Entry:

An intuitive way of entering data into an Access database is manual entry. An essential feature of Access that was chosen for this operation is the table the creating table. Users click a toolbar button to create a new table, then define column labels for the table in the table.



Benefits of Microsoft Access

1. It is ideal for both local users and smaller teams.
2. MS Access is easier to use than regular client-server databases.
3. It allows you to import and export to other Microsoft Office and other databases.
4. It provides you with ready-to-use templates for regular users to create and publish data.
5. It offers you a user-friendly format for assistance.
6. MS Access allows software developers to create custom solutions using codes written in VBA.
7. MS Access allows output Reports to be generated in PDF format.
8. It allows for the building and publishing of Web databases efficiently.
9. MS Access offers a quick and easy way to create database systems.
10. Microsoft Access presents users with a user-friendly application through its comprehensive programming language VBA.
11. MS Access produces a flexible and easily scalable database system.
12. MS Access is well-known so you can get help and support easily.



Why Study Microsoft Access?

1. MS Access is easier to use than regular client-server databases.
2. MS Access offers a quick and easy way to create database systems.
3. MS Access is very useful for business of every size so knowledge of it is a very big benefit.
4. Job opportunities and career advancement.



Microsoft Access Course Outline

- MS Access • Introduction
- MS Access • Overview
- MS Access • BIRMM
- MS Access • Objects
- MS Access • Create Database
- MS Access • Data Types
- MS Access • Create Tables
- MS Access • Adding Data
- MS Access • Query Data
- MS Access • Query Criteria
- MS Access • Action Queries
- MS Access • Create Queries
- MS Access • Parameter Queries
- MS Access • Advanced Criteria
- MS Access • Relating Data
- MS Access • Create Relationships
- MS Access • Wildcards
- MS Access • Calculated Expressions
- MS Access • Indexing
- MS Access • Grouping Data
- MS Access • Summarizing Data
- MS Access • Joins
- MS Access • Duplicate Query Wizard
- MS Access • Create A Form
- MS Access • Modify A Form
- MS Access • Navigation Form
- MS Access • Control Box
- MS Access • VCL View
- MS Access • Formatting
- MS Access • Controls & Properties
- MS Access • Reports Basics
- MS Access • Formatting Reports
- MS Access • Built-in Functions
- MS Access • Macros
- MS Access • Data Import
- MS Access • Data Export
- MS Access • Video Lectures
- MS Access • Exams And Certification





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TECHNOLOGY-LEARNING INSTITUTE

Helping Military Veterans Launch New Careers

MICROSOFT AZURE COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Azure?

Microsoft Azure, which is formerly known as Windows Azure, is a cloud computing service that is created by Microsoft for developing, testing, deploying, and managing software applications and services through the various Microsoft-managed data centers.

Microsoft Azure provides applications as a service (PaaS), software as a service (SaaS), and infrastructure as a service (IaaS) and it supports many different software-programming languages, tools, and frameworks, which includes both Microsoft-specific and other third-party software and systems.

Microsoft Azure comes with a specialized operating system, which is called Microsoft Azure, to run its "fabric layer" which is a solution that is based on various Microsoft data centers that handles the various computing and storage resources of the computers and allocates the resources for just a subset of the resources to the various applications that are running atop of Microsoft Azure.

Scaling and reliability of the services are controlled by the Microsoft Azure Fabric Control layer, which makes sure that the services and environment do not stop working if one or more of the servers stop working from the Microsoft data centers, and which also provides the management of the user's third application such as memory allocation and load balancing.

Microsoft Azure provides an API that is built on REST, HTTP, and XML, which allows software developers to communicate with the various services that are provided by the Microsoft Azure.

In addition to interacting with various services via its REST API, users can operate their Azure services by using the Web-based Microsoft Azure Portal, which launched its General Availability in December 2014. The portal allows its users to browse and view their active resources, change their settings, launch new resources, etc.



Features of Microsoft Azure

There are many features of Microsoft Azure and some of them are:

- 1. Compute:** This feature lets users deploy and manage various virtual machines (VMs), containers and serverless-based processing, as well as offer support for various application models.
- 2. PaaS:** Microsoft Azure offers support for the development and deployment of web applications, and it also offers various features for search, application programming interface (API) management, content delivery, notifications, and reporting.
- 3. Data storage:** This category of services offers users with scalable cloud storage for both structured and unstructured data and it also offers support for big-data projects, persistent storage and file archival storage.
- 4. Analytics:** This feature provides you with distributed analytics and storage capabilities, as well as various features for real-time data analytics, big data analytics, data lakes, machine learning, business intelligence (BI), internet of things (IoT) data streams and data warehousing.
- 5. Networking:** This area is made up of virtual networks, various dedicated connections and gateways, as well as other services for traffic management and software diagnostics, alternate route systems (DNS), load balancing, and network protection against various other distributed denial-of-service (DDoS) attacks.
- 6. Media and content delivery network (CDN):** This feature includes digital rights protection, automated transcoding, encoding, media playback, and indexing.
- 7. Hybrid integration:** Microsoft Azure offers various features for secure backup, site recovery and for connecting both private and public clouds.
- 8. Security:** Microsoft Azure provides various features to identify and respond to most cloud security threats, as well as to manage encryption keys and other sensitive data and assets.
- 9. Artificial intelligence (AI) and machine learning:** This feature offers a wide variety of services that a software developer can use to infuse machine learning, AI and other cognitive computing capabilities into their applications and data assets.



Benefits of Microsoft Azure

There are many benefits of Microsoft Azure and some of them are:

1. Microsoft Azure is perfect for small business and established enterprises
2. It complements and expands your current IT infrastructure
3. It is leading the way with fast and fast
4. It is compliant with various security data recovery measures.
5. It comes bundled together with industry-specific applications.

Why Study Microsoft Azure

5. Career growth: By getting your certification in this field, it's likely you will see an increase in your earnings, as most clients and employers appreciate when someone has received advanced training.

6. Flexibility: If flexibility is important to you when it comes to your career, a Microsoft Azure certification can offer you just that. With a Microsoft Azure certification, you may qualify for several different roles in the technology field, such as solution architect, developer, or cloud architect.

3. Stay updated on the latest trends in the industry: When you enroll in an accredited online learning program, you're learning all the newest information, and you're kept up-to-date on the latest trends.

4. Self-Opportunities and Career Advancement.



Microsoft Azure Course Outline

- Microsoft Azure • Windows
- Microsoft Azure • Components
- Microsoft Azure • Compute Models
- Microsoft Azure • Fabric Controller
- Microsoft Azure • Storage
- Microsoft Azure • Blob
- Microsoft Azure • Queue
- Microsoft Azure • Table
- Microsoft Azure • CDN
- Microsoft Azure • Applications
- Microsoft Azure • Security
- Microsoft Azure • Certification
- Microsoft Azure • Migration Portal
- Microsoft Azure • Create a Virtual Network
- Microsoft Azure • Deploying Virtual Machines
- Microsoft Azure • Endpoint Configuration
- Microsoft Azure • Point-to-Site Connectivity
- Microsoft Azure • Site-to-Site Connectivity
- Microsoft Azure • Traffic Manager
- Microsoft Azure • PowerShell
- Microsoft Azure • Updates
- Microsoft Azure • Azure Laptops
- Microsoft Azure • Azure and Certification





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TECHNOLOGY-DRIVEN BUSINESS SOLUTIONS

Helping Global Business Leaders Grow & Succeed

MICROSOFT CRM COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft CRM?

Microsoft CRM is a customer relationship management software product that is developed by Microsoft, whose main focus is on enhancing customer relationships for any business and organization. It is one of the most leading industry standard CRM software that is available in the market. This product mainly focuses on Sales, Marketing, and in the Customer Service sector, however, Microsoft has been marketing its Dynamics CRM as a platform as a CRM solution, hence, allowing partners to use its proprietary (.NET based) framework to modify and customize it.

Microsoft Customer Relationship Management (Microsoft CRM) is a Microsoft web-based software that is designed and developed to manage a company's interactions with present and prospective customers. It mostly involves using various technologies to manage, measure, and synchronize sales, marketing, customer service, and technical support. CRM can help to reduce business costs and increase the profitability of an organization by planning and automating business processes that sustain customer satisfaction and loyalty.

The CRM solution can be used to push up the sales productivity and the effectiveness of an organization marketing campaigns, manage the complete customer support chain and provide business intelligence, social insights, and a lot of other out-of-the-box functionalities and features.



Features of Microsoft CRM

There are lots of features of Microsoft CRM and some of them are:

1. Contact Management: This feature allows users to split their contacts into different groups to manage, organize and communicate better with them. With this capability of Microsoft CRM, you'll be able to assemble crucial customer data and combine your marketing strategies when you are introducing new products.

2. Sales Leads and Customer Opportunity Management: This feature allows users to find out the customers that are most likely to convert. This helps to streamline the sales/marketing teams, improve efficiency and greatly optimize your sales process.

3. Lead Management for Determining High-Quality Leads: This feature allows a lead manager find out the best customers to follow up with, judging upon demographic and psychographic factors. Like lead scoring, lead management greatly improves the efficiency and productivity of your sales team by helping them concentrate on the right leads at the right time.

4. Support Automation: Modern customer support systems like (TIC) frequently asked questions/pages, on-line chatbots and email correspondence are becoming increasingly automated as databases built with AI improve. Microsoft CRM lets you control the impact of your customer support features—directly from your UI.

5. CRM Data/File Storage: In order to increase the reliability of data, your data must be properly stored. One of Microsoft CRM's key features is that it provides a proprietary method of data storage so its users can pull up the data in a very efficient manner. Microsoft CRM's also offer safeguards to protect and backup your important business and personal data to prevent losses and security infractions.



Benefits of Microsoft CRM

There are lots of benefits of Microsoft CRM and some of them are:

1. With Microsoft CRM, your staff will work more effectively and make better decisions.
2. With Microsoft CRM, your marketing campaigns will improve as Microsoft Dynamics CRM makes it easy to setup, manage, run, analyze, and refine campaigns.
3. Having all your communications with your customers stored in the Microsoft Dynamics CRM, coupled with its integrations and its direct integration with Microsoft Outlook, you will soon start to improve your communications with your customers and increase general business efficiency.
4. Your customer retention and revenue will greatly increase as your staff can now handle queries more quickly, efficiently and professionally.

Microsoft CRM Course Outline

- Microsoft CRM • Introduction Overview
- Microsoft CRM • Environment
- Microsoft CRM • Functional Modules
- Microsoft CRM • Entities & Records
- Microsoft CRM • Fields
- Microsoft CRM • Forms
- Microsoft CRM • Searching
- Microsoft CRM • Web Resources
- Microsoft CRM • Workflow Processes
- Microsoft CRM • Plugins
- Microsoft CRM • Plugin Registration
- Microsoft CRM • Web Services
- Microsoft CRM • Solutions
- Microsoft CRM • Video Lectures
- Microsoft CRM • Exams and Certification





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TECHNOLOGY-LEARNING INSTITUTE LIMITED

Using EdTech to Enhance Learning & Skill Delivery

MICROSOFT ONENOTE COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft OneNote?

Microsoft OneNote is a note-taking computer software that is used for free-form information gathering and for multi-user collaboration. It gathers notes, pages, screenshots, drawings, sketches, handwritten notes that are used and shared with other OneNote users over the Internet or over networks.

OneNote is available as part of the Microsoft Office suite, it is also available as a free, standalone application through the official Microsoft website, the application comes in 16, down to 18, mac OS, iOS devices and hybrid phones.

In OneNote, users can also create notes that can include text, images, tables, and drawings. Unlike a word processor, OneNote has a virtually unbounded document window in which users can slide an anywhere on the screen to create a new text box at the particular location. OneNote saves the data automatically as the user makes their edits to the file.

OneNote saves information in pages that are organized into sections within notebooks. Microsoft designed this user interface to resemble a physical ring binder, in which the user can directly make notes and gather the noted material from other applications. OneNote also tracks folders, lists, agendas and date possibly supports/inserts in a way compared to word processors and sites, which usually target publishing in some way or the other.

Features of Microsoft OneNote

There are many features of Microsoft OneNote, and some of them are:

1. You can record audio and video directly into OneNote. With OneNote, you can record both your audio and video directly into the notes without the use of other party's application or any software.
2. You can draw and draw files to insert them into your notes. Can also you want to edit files in your notes application? OneNote would let you attach files to pages with altered extensions. It has can include audio and video files, but also pdf files, Word docs, and many more.
3. You can automatically capture what you copy and paste from the web. This can be just a great feature that we would be unable to mention. Anything that you copy and paste from the Internet into OneNote would automatically show the source address from.
4. Password protect sensitive sections of a shareable document: Are you planning on sharing your notes with co-workers or potential clients, but have sections that include confidential data you would want to share with them? OneNote allows you to password protect individual sections of your notes for this very purpose.



Benefits of Microsoft OneNote

Some of the main benefits of OneNote include:

1. Real-time collaboration.
2. Access anytime & track changes.
3. Securely store information.
4. Use on any device & make opening easier.
5. Access on the go.
6. Easy handwriting notes & convert to text.
7. Touch capability to draw into system.
8. Supports multimedia.
9. Record audio & video into your notebook.
10. Integrate with Microsoft apps & plugins.





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Using Learning Science to Inspire 21st Century Learning

MICROSOFT OFFICE COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Office?

Microsoft Office also known as Office is a suite of information processing software, email software, instant messaging and web-browser developed by Microsoft Inc.

Microsoft Office is a package that comes with various information processing applications such as Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint etc.

Bill Gates the founder of Microsoft Inc. first announced Microsoft Office in the year 1989 in Las Vegas. The first version of Office when initially introduced contained only Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Today it has gone a long way ahead of both Desktop and Cloud applications used in our office institutions. In 2012, Microsoft Office reached over a billion users globally.

Advantages of Microsoft Office

1. Used for Creating and Editing Text Document
2. Used for Information Processing
3. Used for Professional Presentations
4. Used for Database Management
5. Easy to Use and Manage
6. Saves Time and Energy



List of Microsoft Office Applications

1. Desktop Applications

- A. Microsoft Word
- B. Microsoft Excel
- C. Microsoft PowerPoint
- D. Microsoft Outlook
- E. Microsoft-Access
- F. Microsoft Publisher
- G. Microsoft Project
- H. Microsoft Team
- I. Microsoft Visio
- J. Skype for Desktop

2. Mobile Applications

- A. Office Lens
- B. Office Remote

3. Server Applications

- A. Microsoft SharePoint collaboration server
 - Microsoft Excel Services
 - InfoPath-forms Services
 - Microsoft Project Server-project management server
 - Microsoft Search Server
- B. Skype for Business Server

4. Web Applications

- A. Microsoft Office Online
 - Word Online
 - Excel Online
 - PowerPoint Online
 - OneWay Online
 - Outlook.com
 - One.com
 - OneDrive
 - Office 365
- B. Office
- C. Microsoft Forms
- D. Outlook on the web
- E. Microsoft Planner
- F. Office 365 Pulse
- G. Microsoft Bookings



Microsoft Office Products

1. Microsoft Office 2000
2. Microsoft Office 2003
3. Microsoft Office 2007
4. Microsoft Office 2010
5. Microsoft Office 2013
6. Microsoft Office 2016
7. Microsoft Office 2019

Microsoft Word

Microsoft Word is a text creating and editing application designed by Microsoft Corporation U.S.A.

It is the most common word processor today because of its numerous features and functions. It comes in a software suite called Microsoft Office.

Some Features of a Microsoft Word

1. The Ribbon feature is located in the upper left corner of Microsoft word.
2. The Horizontal Ruler: this enables a user make a document horizontally.
3. The Vertical Ruler: This enables a user make a document vertically.

Word Art in Microsoft Word

This is a colorful artistic font in Word Art into your document.

1. Place your insertion point.
2. Click on the Insert ribbon.
3. Click on the Word Art icon down menu.
4. Select the format you desire.
5. Type the text on the illustration your Word Art, adjust the size as fit, select a desired font and font style.
6. Click ok to apply to your document.



Microsoft PowerPoint

Microsoft PowerPoint is used to display information usually in form of a slide show.

To add clip art/object in Microsoft PowerPoint 2007

1. Click onclip art button
2. In the search list window, type general description of the graphics you want to insert.
3. Click on any image from the list of displayed graphics to insert into the slide.

To add Picture Object

1. Click onpicture button. The insert dialog box is displayed.
2. Click on the location of the picture on the computer from the look in options.
3. Click on the desired image available on insert command button. The picture is inserted into the slide as desired.

Saving the Presentation

1. Click onthe office button
2. Select save from the displayed options
3. Select the drive or directory to save the document by clicking on the arrow on the save in window box
4. Click on the file name, type the desired document name.
5. Click on save button

In the Fall season you will learn everything you need to know about Microsoft Office and its practical use with Certificate of Completion to showcase your knowledge and competence.

Microsoft Office Course Outline

Microsoft Office • Word

Microsoft Office • Excel

Microsoft Office • PowerPoint

Microsoft Office • Access

Microsoft Office • Video Lectures

Microsoft Office • Exam and Certification





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TECHNOLOGY-DRIVEN BUSINESS SOLUTIONS

Helping Global Organizations Grow and Succeed

MICROSOFT PROJECT COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Project?

Microsoft Project is a powerful management software application designed for project management and administration, developed and sold by Microsoft, Inc.

The **Microsoft Project** application is designed and developed to aid project managers in developing project plans, assigning resources to various tasks, tracking the progress of various projects, managing the allocated budgets and analyzing the methods.

With the **Microsoft Resource tool**, Resource definitions of people, equipment and materials that are involved in a project can be easily shared across various projects using a shared resource pool. Each project resource comes with its own calendar that shows when date and time a resource is allocated to. Resource rates are used in the project to calculate the cost for the allocation of resources which are finally rolled-up and then fully summarized at the resource level.

Each individual resource can be assigned to various tasks in multiple plans and each task can be assigned to multiple resources. Microsoft Project calculates task work based on resource availability as defined in the resource calendars. All resources can be described in an integrated resource pool.

The **Microsoft Project tool** can produce budgets that are based on assignment work and resource rates. As various resources are distributed to various tasks and assignments work are fully estimated, Microsoft Project fully calculates the cost that equals the work times the rate of the work. This comes up to the level of the task and finally totals it up to the project level.

Microsoft Project has been further extended with the **Microsoft Office Project Server** and the **Microsoft Project Web Access**. The Project server usually stores all project data in a centralized database.



Features of Microsoft Project

1. **Reporting:** Monitor project progress, generate reports, customize lists, view pending tasks, tasks completed, and upcoming tasks.

2. **Collaboration:** Collaboration is a necessary ingredient for any project. Since every stakeholder involves lot of people, it would be ideal to connect all of them together on a common platform for easy information sharing, capabilities such as file sharing, team dashboard, and sharing client details make collaboration possible.

3. **Planning and Scheduling:** This arguably constitutes the most important stage of project management. They form the backbone of the entire project and use either tasks or breaks the whole thing. The ability to prioritize project tasks, a shared team calendar is needed for the success of a project.

4. **Project Timeline View:** Everything concerned with the project can be viewed on the timeline, changes can be tracked, task alignment, project preview, forecasting options.

5. **Manage Resources:** With this facility, you can also create a pool of resources and tap into them to complete tasks as your project comes together. This tool allows you to properly assign and order your tasks based on resource availability and demand, with the added option of committing specific resources full time or part-time, as needed.

6. **Different Views:** allows for different project views, you can view the project by chart, hierarchical chart, resource usage chart, calendar.

7. **Work On Multiple Projects:** allows project managers to work on multiple projects at the same time on the same platform.



Benefits of Microsoft Project

1. Full Visibility: The Microsoft Project software provides you with full visibility over all your and handling multiple projects. It presents you with familiar scheduling tools such as Gantt charts and resource-loaded pull-down menus to factor and simplify the project planning stage.

2. Great Integration: Microsoft Project connects you to a broad range of Microsoft software and team collaboration products. It makes use of Microsoft Exchange, your project communication and works with Office and Office 365 to work with a lot of popular Microsoft apps like Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Furthermore, Microsoft Project & Portfolio Management works with the Power BI Product to offer your project high-level business intelligence analysis.

3. Ready to Use: You get access to built-in templates that are already modified to your needs, and this is a great way to get the project up and running fast. Besides, the templates are the product of best-practice practices, which is no need for you to reinvent the wheel.

4. Experience-Based UI and Features: Microsoft Project is designed and developed by people who have managed multiple professional teams that know that team processes and ways of doing some things are regularly changing. Thus, with Microsoft, adding new tasks or improving the organization of a project halfway through will be an easy thing to do.

5. Easy Collaboration: Designed to do much more than just tracking progress, Project works with Teams to support collaboration and make it easy to manage all aspects of a team project, including file sharing, chats, meetings, and much more. Team members in scattered locations can view edit tasks simultaneously, so they can get their data together, no matter where they are. To help teams stay on track, Project offers an advanced scheduling engine based on effort, duration, and resources.



Why Study Microsoft Project?

Studying Microsoft Project helps you gain the following skills:

1. Be able to monitor critical tasks.
2. Easily handle reports and printing reports.
3. Enables you to update resource schedule regularly.
4. Work on dynamic model option to check what-if scenarios and decide upon a new plan.
5. Enables you identify slippage and its ramifications.
6. Filter resource allocation based on limits.
7. Identify the relationships between processes and tasks involved in them, using a tool called schedules.
8. Enables assignment of resources to a task, optimum resource utilization and expenditure like project budgets, resource costs, and task costs.
9. Manage task duration.
10. Have an understanding of all tasks required to run multiple projects simultaneously irrespective of the complexities involved.
11. Gives you an insight into various IT tasks; development, testing, validation, confirmation, and importing data from different sources.
12. Comprehensive of deadline creation based on the priorities.
13. Create and format task-based reports.
14. Create and handle templates, custom views, formulas, fields and filters.
15. Job opportunities and career advancement.



Microsoft Project Course Outline

- MS Project • Introduction
- MS Project • Settings
- MS Project • Introduction
- MS Project • Getting Started
- MS Project • Create a New Plan
- MS Project • Set Up Resources
- MS Project • Resources To Task
- MS Project • Plan Duration Cost
- MS Project • Track Progress
- MS Project • Advanced Schedule
- MS Project • Status Reporting
- MS Project • Video Lessons
- MS Project • Exam And Certification





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TECHNOLOGY-BASED BUSINESS SCHOOLS

Using Cutting-Edge Learning Tools & Technology

MICROSOFT WORD COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Word?

Microsoft Word is a software application developed by Microsoft Inc. which allows users to type, edit, format and process text and images. It is a word processing software package used to create letters, memos, newspapers, minutes, tables and presentations just to mention a few.

Microsoft Word is also known as Word or MS-Word. It is flexible and one of the most used wordprocessing software developed and marketed by Microsoft Inc.

Microsoft Word or MS-Word provides a working solution to all your documentation needs, ranging from a simple letter, to a contentful brochure, an official portfolio for a product, quotation for a service, the list is endless.



Benefits of Microsoft Word

The benefit of Microsoft Word is endless, some of which are:

1. Microsoft Word offers an easy to use navigation pane at the top, so you can navigate visual representation.
2. Microsoft Word can easily integrate with other Microsoft Office programs.
3. Microsoft Word offers continuous improvements and upgrades.
4. Microsoft Word lets you create simple word processing documents such as letters, memos, fables, presentations, etc.
5. Microsoft Word offers easy to use templates to help you create numerous complex documents, memos and presentations such as calendars, greeting cards, brochures, etc.
6. Microsoft Word helps to simplify home and office documentation tasks.
7. It offers an interface for content search and citations.
8. It offers advanced word proofing tools.
9. It comes with robust formatting tools.
10. It works with PDFs.
11. It offers mail merge.
12. It offers real-time collaboration.
13. It offers pre-designed templates ranging from a simple document to brochures, certificates, writing cards, and invitations.
14. It offers tools to create and customize attractive documents, that are easy to share, print and collaborate on.
15. Microsoft word allows us to save, open and edit documents in other formats that are compatible with word processing applications including PDF format.
16. It offers two reading mode and writing mode so that we can change between reading and editing mode of documents easily and smoothly.
17. It allows saving and exporting documents in various formats.



Features of Microsoft Word

The features of Microsoft Word are endless, some of which are:

1. Type, Edit, Search Content, Information, or Material.
2. Bing Search Inclusive
3. Screen Clipping Feature
4. Add Citations
5. Proofing Tools
6. Create More Impacted Documents
7. Improve Writing Skills
8. Design Documents Using Formatting Tools
9. Edit PDF Files and Contents
10. Mail Merge
11. Find-A Feature
12. Simple and Advanced Templates
13. Customized Application Windows/Toolbars Layout
14. Integrated Graphics Drawing and Image Manipulation
15. Macro Scripting Support
16. Screen/Display Support
17. Full-Screen Mode
18. Task Pane
19. Smart Lookup
20. Collaborative Tools and Features
21. Co-Authoring Capabilities
22. Track Changes
23. Commenting and Reply System
24. Signer Integration



Benefits of learning Microsoft Word

1. Extreme Availability: Whether you are working from home, or from your office or even at school, Microsoft Word is one of the most available software programs that is found in almost all computers. Since it is one of the most widely used word-processing software applications in the world you can simply assume that it would be installed on the pc of anyone that you are sharing your documents with, even if they are living across the end of the world. Also, Microsoft Word even gives you the option to create, save, open and edit your document in other formats that can work on other word processing software applications including PDF or on almost any version, making sure that anyone anywhere in the world would be able to directly access and edit the document you have spent your time and energy into.

2. Integrate with other MS-Office programs: A Microsoft Word document could be easily integrated into other MS-Office software which makes the sharing of data for easy in creating the spreadsheets. If you have a spreadsheet file that is developed with Microsoft Excel, MS Word allows you to easily import that spreadsheet into an existing Microsoft Word document while a document that is developed with Microsoft Word can be easily used in Microsoft Excel, Power Point, or on any other Microsoft Office application.

3. Instant help in 43 languages: With its very localized comprehensive relationship documents ability with grammar in over 43 different languages, Microsoft Word has the ability to find and spellings, grammar errors, and quote errors automatically and instantly and it provides you with a series of solutions to match the sentence and document that you are working on. What's more, MS Word can also detect the language you are using and automatically corrects the sentences in accordance with a setting that lets you combine several languages in a single document.

4. Easy reading and easy writing: MS word lets you change between editing and reading modes of a document seamlessly instantly. While read mode offers you the necessary and essential tools for reading with text anchored in columns, the editing mode lets you create and format a document with a very professional look by joining together text with images, diagrams, charts, and videos.

5. Easy to collaborate: By saving or your file using on-line Drive or on OneDrive by default, you can collaborate with teams on a single Microsoft Word document or with your friends by sending them a link to the same document, and assigning either viewing or editing permissions to both.



Microsoft Word Study

Here we highlight some of the things you will learn in this course:

You will learn:

How to Create Tables, Editing and Formatting

How to Insert Bullets and Numbers

How to Insert Themes to any document.

How to Insert Graphics and Pictures.

How to Save, Save-as and Creating a New Word document.

How to Crop Pictures using Microsoft word.

How to Landscape, Underline, and Under Sentence Field.

How to Type and Edit (also Formatting as well).

How to Insert Symbols using Microsoft word.

Creating, Naming, and Saving a Document.

Formatting (bold, italic, text color, aligning text).

Creating lists (bullet vs. numbered).

Line spacing, Creating Columns, Paragraph.

Inserting a footnote, Inserting an image.

Hyperlinking, Line spacing, Creating columns.

Find and replace, Grammar and spell-checking.

Insert/page-break, Text alignment, Insert text.

Merging cells, Changing word orientation, Insert/headers

Insert footers, Insert-date printing, File Management.

Font Specification, Headers, Footers and Page/Numbering, etc.

In This Full Course, you will learn everything you need to know about Microsoft Word with Certification of Completion to increase your knowledge and competence.





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TECHNOLOGY-LEARNING INSTITUTE-UNITED

Helping Learning become Learning & Live Learning

MICROSOFT EXCEL COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Microsoft Excel?

Microsoft Excel is a powerful spreadsheet tool developed by Microsoft to perform calculations, analysis, tabling and visualization of data and information. It features calculations, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. It has been a very widely applied spreadsheet for these platforms, especially since version 1 in 1983.

The first and oldest type of computer spreadsheet was VisiCalc, the name was derived from i for "visible calculator". It was the first spreadsheet tool for PC users • personal computer users and originally released for Apple II by VisiCorp, then followed by Lotus 1-2-3.

Lotus 1-2-3 was introduced by Lotus Software, it was the standard spreadsheet throughout the 1980s and up to the 1990s and was later discontinued and replaced by Microsoft Excel powered by Microsoft.



Features of Microsoft Excel

Here are some of the features excel offers:

1. **Searching:** This feature or function helps to search for a particular value in a table.
2. **Pie Chart:** This feature is used to graphically visualize the contribution of certain values to a complete pie diagram.
3. **Mixed or Combination Type Charts:** This function combines and displays two or more charts in a single sheet.
4. **Data Validation:** Data validation makes sure that users enter a particular set of values into a cell.
5. **IFERROR Function:** IFERROR is used to return a result when a formula generates an error and a typical result when no error is found.
6. **Conditional Formatting:** Allows users to change the format of a cell and allows users to highlight errors and/or find important patterns in data.
7. **Remove Duplicates:** This feature helps to get rid of duplicate information and retain only the original.
8. **Data Visualization:** Data is the current “big thing”, being able to visualize data is one important feature of Microsoft Excel.
9. **Input Restrictions:** This feature is used to preserve the validity of data.
10. **Boolean Functions:** MS Excel has got many built-in formulas for sum, average, min, max, etc. We can use these formulas to get our results.
11. **Format Auditing:** Using formula auditing we can graphically display or trace the relationships between cells and formulas with blue arrows. We can trace the precedents (the cells that provide data to a specific cell) or the dependents (the cells that depend on the value in a specific cell).
12. **Data Filtering:** Filtering is a quick and easy way to find and work with a subset of data in a range. It allows users to display only the rows that meet the criteria you specify for a column. Excel provides two commands for filtering ranges: **AutoFilter** and **Advanced Filter**. **AutoFilter** which includes a filter by the selection, for simple criteria **Advanced Filter** for more complex criteria.

In the Fall semester, you will learn everything you need to know about Microsoft Excel from Basics, Advanced up to Professional level with Certification of Completion to showcase your knowledge.



Benefits of Microsoft Excel

The benefits are numerous, some of which are:

1. It helps to properly organize information and helps to process data by the use of columns, rows, and formulas and graphing tools.
2. Utility Managers, Entrepreneurs, Programmers, Clerks, Accountants, and Small Business owners use it to manage the day-to-day business operations like sales, calculations, organizing information, graphing tools, pivot tables, analysis, presentations, etc.
3. MS Excel can also be used for some advanced calculations, tabulations, sorting and complex computations.
4. It offers easy arrangements and storage of data.
5. Excel offers an analysis of large amounts of data.
6. Excel offers a graphical representation of data.
7. Excel helps to calculate in percentages and offers the application of formulas.
8. Excel helps to create a simple sales analysis report.
9. Excel offers data formatting such as text data, edit data, filter data, sort list of data, link data, format numbers, adjust font, data placements, and alignments.



Why Study Microsoft Excel?

1. Increase your Earning Potential: Having excel skills increases your options. It is highly valued & transferable skill - what is what any hiring manager perceives as critical.

2. Gain a universal skill: Having this know-how sets you apart from your colleagues who don't have knowledge in Excel. Investment bankers and accountants aren't the only ones who rely on Excel: scientists, teachers, business owners, graphic designers, and so many other people turn to the program for help. Regardless of what you do in the office, chances are there's some way for Excel to help you do your job better. It's just a matter of figuring out what that is.

3. Increase Efficiency: You'll save a lot of time at your job and/or in your personal life, and it's guaranteed to be more accurate than something you could've done by hand.

4. Handles Complex Problems: There's more to excel than most people ever realize, the ability to organize, analyze and forecast data, including handling complex calculations and mathematical functions, using charts and graphs for data visualization are just some of its many awesome capabilities.



Microsoft Excel Course Outline

Microsoft Excel Basics

- Microsoft Excel • Getting Started with Excel
- Microsoft Excel • Creating and Opening Workbooks
- Microsoft Excel • Saving and Sharing Workbooks
- Microsoft Excel • Cell Basics
- Microsoft Excel • Resizing Columns, Rows, and Cells
- Microsoft Excel • Formatting Cells
- Microsoft Excel • Worksheet Basics
- Microsoft Excel • Page Layout
- Microsoft Excel • Printing Workbooks

Microsoft Excel Formulas and Functions

- Microsoft Excel • Single Formulas
- Microsoft Excel • Complex Formulas
- Microsoft Excel • Relative and Absolute Cell References
- Microsoft Excel • Functions

Microsoft Excel Working with Data

- Microsoft Excel • Hiding Rows and View Options
- Microsoft Excel • Sorting Data
- Microsoft Excel • Filtering Data
- Microsoft Excel • Groups and Subtotals
- Microsoft Excel • Tables
- Microsoft Excel • Charts
- Microsoft Excel • Sparklines

Microsoft Excel Advanced

- Microsoft Excel • Track Changes and Comments
- Microsoft Excel • Protecting and Passwording Workbooks
- Microsoft Excel • Conditional Formatting
- Microsoft Excel • Pivot Tables
- Microsoft Excel • What-If Analysis

Microsoft Excel Exams and Certification





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MS SQL SERVER COURSE

DURATION: 3 WEEKS

FORMAT: WEB/PDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is MS SQL Server?

MS SQL Server is a relational-database management system (RDBMS) that was developed and is managed by Microsoft. This product is developed for the basic function of storing and retrieving data as required by other software applications. It can be either run on the same computer as an another computer across a network.

MS SQL Server buffers pages in the computer RAM to minimize disk input and output. Any dirty pages can be buffered in the ram, and the group of all the pages that are currently buffered is referred to as the buffer cache. The amount of memory that is made available to the SQL Server decides how many pages will be cached in the memory. The buffer cache is handled and managed by the Buffer Manager. Either writing to or reading from any page copies the data to the buffer cache. Subsequent reads or writes are forwarded to the in-memory copy, rather than the version that is on-disk. The page is then updated on the storage medium by the Buffer Manager only if the in-memory cache has not been refreshed for a while. While writing data on the page/back to-disk, simultaneous input and output are used whereby the I/O operation is carried out in a background thread so that other operations do not have to wait for the input/output operation to be completed.

MS SQL Server allows several clients to make use of the same database tables simultaneously. As such, it needs to manage and control the concurrent access to the shared data, to make sure of the data integrity when multiple clients update the same data, or when clients attempt to read the data that is in the process of being modified by another client. MS SQL Server presents developers with two ways of concurrency control which are optimistic concurrency and pessimistic concurrency. When pessimistic concurrency control is being used, SQL Server manages and controls the concurrent access by using locks. Locks can be either shared or held exclusively. Exclusive lock prevents the users with exclusive access to the data, no other user can have access to the data as long as the lock is on. Shared locks are made used when some data is being read multiple users concurrent from data that is locked with a shared lock but not locked with an exclusive lock. The data that is held with an exclusive lock would have to wait for all the shared locks to be terminated.



Components of MS SQL Server

The Microsoft SQL Server is made up of four primary components, they are:

1. Database Engine This part of SQL Server actually creates and drives relational databases.

2. SQL Server Analysis Services(SSAS): SSAS is the data analysis component of SQL Server. It can create OLAP(Online Analytical Processing) cubes — sophisticated programs using objects for organizing data inside a relational database — and do data mining.

3. SQL Server Reporting Services(SSRS): SSRS is a component of SQL Server that provides reporting regardless of a database's operating system.

4. SQL Server Integration Services(SSIS): SSIS is a component of SQL Server that does the Extract, Transform, and Load (ETL) process that extracts and formats raw data from source systems for inclusion in the database as ready-to-use information.



Features of MS SQL Server

Below are some of the features of MS SQL Server

- 1. Highest performing data warehouse:** MS-SQL Server lets you get support for small data multi-terabyte with enterprise data warehouse while reducing storage costs with enhanced data compression capabilities.
- 2. Security and compliance:** MS SQL server helps to secure data for workloads that are mission-critical with a layer of protection security approach. It always adds always Encrypted technology together with row-level security, transparent data-encryption(TDE), dynamic data masking, and column masking.
- 3. In-Database advanced analytics:** MS SQL Server lets you build intelligent applications with SQL server Machine Learning feature by using Python and R.
- 4. Persistent Memory Overview:** MS SQL Server provides support to Persistent Memory (PMEM) devices. SQL Server directly accesses the device, bypassing the storage stack of the operating system for the files placed on the PMEM device.
- 5. SQL Data Discovery And Classification:** SQL Data discovery and classification is integrated into the SQL Server engine with new modules. This creates GDPR analysis template over each the database.
- 6. Encrypted PMEM Secure Kernels:** It secure on-line enterprise applications, data that is in the server-side. It secure the data from malware and privileged users.
- 7. UTF-8 Support:** SQL Server 2019 provides support for UTF-8 character encoding. We can now create char or nchar columns to store UTF-8 data. This feature improves data compatibility and performance improvements.
- 8. Subscribing to compliance:** This provides you to implement security compliance such as GDPR, with compliance of SQL Server instances and Azure SQL Database instances with simplified security best practices.



Benefits of MS SQL Server

There are lots of benefits of MS SQL Server and some of them are:

1. The installation of MS SQL Server is straightforward.
2. The security features of MS SQL Server are better.
3. MS SQL Server has very enhanced performance.
4. The cost of ownership of MS SQL Server is lower.

Why Study MS SQL Server?

1. Transferable Skills
2. Career Opportunities And Advancement
3. Increase Your Earning Potential
4. In-Demand Skill

MS SQL Server Course Outline

- MS SQL Server • Introduction Overview
- MS SQL Server • Editions
- MS SQL Server • Installation
- MS SQL Server • Architecture
- MS SQL Server • Management Studio
- MS SQL Server • Login Database
- MS SQL Server • Create Database
- MS SQL Server • Select Database
- MS SQL Server • Drop Database
- MS SQL Server • Creating Backups
- MS SQL Server • Restoring Databases
- MS SQL Server • Check Users
- MS SQL Server • Assign Permissions
- MS SQL Server • Monitor Database
- MS SQL Server • Services
- MS SQL Server • HA Technologies
- MS SQL Server • Reporting Services
- MS SQL Server • Execution Plans
- MS SQL Server • Integration Services
- MS SQL Server • Analysis Services
- MS SQL Server • Video Lectures
- MS SQL Server • Exams and Certification





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MICROSOFT POWERPOINT COURSE

DURATION: 3 WEEKS

FORMAT: WEB/PDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What Is Microsoft PowerPoint?

Microsoft PowerPoint is a software application used to present information from simple presentations to complex multimedia presentations and projections. The program was first developed by Robert Gaskins and Dennis Austin in a software company named Forethought Inc. It was first released on April 20, 1987 and was initially launched for only Macintosh users.

Microsoft PowerPoint later became a component of the Microsoft Office suite, powered by Microsoft Inc., first offered in 1990 for Macintosh users and in 1991 for Windows users.

Microsoft PowerPoint is one of the many programs that are being run by Microsoft Inc. PowerPoint offers users many ways to present information from simple presentations, slides to complex multimedia presentations.

As far as **Microsoft PowerPoint** is concerned, it comes out of the box with all of the features and templates you'll need to create on-slide presentations. A **Template** is a presentation that is already pre-designed with different styles and designs used. This option provides an easy way to start a presentation with just a single click.



Features of PowerPoint

PowerPoint has a lot of features that makes it very popular and some of them are:

1. The Premier & Mobile BroadPoint 2014 is mostly used on PCs and Macintosh but it also has mobile counterparts for Android, Windows and iOS phones and tablet users. This makes the software to be portable yet very functional and powerful and it enables users to create their presentations from mobile devices and screens using their fingers they appear in front of an audience.

2. Customizable Slides PowerPoint 2014 comes up w/ the box with templates with default color schemes. But this does not limit users from customizing them or creating their own templates. Also, the users can make their slides to be more engaging to further interest their audience by including animations and sounds, and key notes.

3. Emphasized Points: While using PowerPoint, presenters can highlight certain points of importance during their presentation. They can do this using the application's zoom feature, that lets them zoom in and zoom out of a section of the slide and makes their presentations to become captivating and fun.

4. Focused Presentations: With PowerPoint, users can speak in front of an audience of any size with confidence. The application displays the slides on the public screen whereas the user is able to view their notes and the next slide on their own computer or mobile device.

5. Shared Slides: PowerPoint files can be saved on the user's OneDrive account. This makes presentations files easily accessible anytime to the user and also lets them share their presentations with their teams or colleagues over the cloud by sending them links. This also lets them work together on a presentation through the PowerPoint online.



Why Study Microsoft PowerPoint?

The following are some of the reasons why you should learn Microsoft PowerPoint:

1. PowerPoint is a Reliable Program: Over the years, PowerPoint has gained a countless number of software developments and updates. Microsoft the great improvements that you have for the presentation, PowerPoint is very likely to suit and meet up with your needs. It's not just that PowerPoint is reliable, the software program has also been managed to keep up date with recent and modern requirements and changes in the technology. This means that you can depend on the program to work in a number of conditions and settings.

2. PowerPoint Is Easy to Share: It is very possible to convert your PowerPoint presents, from into many standard formats including PDFs, HTML, and Microsoft Word documents. While this might seem like a small task to carry out, it has a huge advantage when working with others. It was once the case that many organizational products were not capable of being shared among users. This means that if you had wanted to share a file with your coworkers, your coworkers would have to install a new program and learn how to go through the new way of life. With PowerPoint, most computers can read and view these files and fortunately many workers have gained at least little experience working with PowerPoint. As a result, it is very easy to distribute these files.

3. PowerPoint Has Numerous Features: PowerPoint gives users many features that no other presentation software has. While most people are already familiar with the basic features of Microsoft PowerPoint, when a person masters the product, he would be able to create eye-catching elements. Also, while many people initially become well-versed with PowerPoint as a tool for presentations, the program can also be made used to create graphs, flowcharts, spreadsheets, and several other creative use cases. Some people even use Microsoft PowerPoint to further strengthen their social media profiles on Facebook, Instagram, and Twitter by creating new images and logos.

4. PowerPoint Macros Can Be Used in Powerful Ways: PowerPoint has several built-in features by default, but PowerPoint Macros can be developed to run when specific actions have occurred. This lets us use it to create complex instructions with just Microsoft PowerPoint.

5. PowerPoint Is Secure: While presentation tools are an increasingly way to design engaging meetings, they also come with some security risks for some companies. Many companies think very that protect that data something that is created by the employees are needed to be kept confidential. Some companies even limit employees from storing company materials on any location other than shared company storage drives. Fortunately, PowerPoint presents files can be stored on cloud-based storage drives, which help to avoid the risk of loss and reduce maintenance. This is very different from other presentation tools that have cloud-based storage, but can be infected much more easily.

6. Job Opportunities and Career Advancement.



Benefits Of Microsoft PowerPoint

There are lots of benefits of using Microsoft PowerPoint software for making your slides and presentations and below are some of them.

1. PowerPoint brings more energy and visual impact to your presentations.
2. Microsoft PowerPoint allows you to work with slides in your team without having to wait for your turn.
3. PowerPoint allows you to add video files to your presentation to enhance the viewer experience.
4. PowerPoint allows you to imagine how your presentation will be just in time and allows you to easily and beautifully tell the story.
5. PowerPoint allows you to update your presentations from many locations and across many devices.
6. PowerPoint allows you to create high-quality presentations with awesome graphics.
7. PowerPoint helps you to captivate your audience with new transitions, slides and impact animations.
8. PowerPoint allows you to organize and print your slide presentations more effectively.
9. PowerPoint helps you get things done faster.
10. PowerPoint allows you to work on multiple presentations and on multiple monitors.



Microsoft PowerPoint Course Outline

- Microsoft PowerPoint • Introduction
- Microsoft PowerPoint • Setting Up Your PowerPoint Environment
- Microsoft PowerPoint • Presentation Basics
- Microsoft PowerPoint • Text Basics
- Microsoft PowerPoint • Themes and Background Styles
- Microsoft PowerPoint • Pictures and Clip Art
- Microsoft PowerPoint • Working with Lists
- Microsoft PowerPoint • Fronting Slides
- Microsoft PowerPoint • Viewing and Printing Slides
- Microsoft PowerPoint • WordArt and Maps
- Microsoft PowerPoint • Working with Tables
- Microsoft PowerPoint • Working with Charts
- Microsoft PowerPoint • Inserting Movies
- Microsoft PowerPoint • Inserting Sound
- Microsoft PowerPoint • Animating Text and Objects
- Microsoft PowerPoint • Using Transitions
- Microsoft PowerPoint • Using the Slide Master
- Microsoft PowerPoint • SmartArt Illustrations
- Microsoft PowerPoint • Hyperlinks and Action Buttons
- Microsoft PowerPoint • Arrange Objects
- Microsoft PowerPoint • Indentation and Line Spacing
- Microsoft PowerPoint • Finalize a Presentation and Package for CD
- Microsoft PowerPoint • Video Lessons
- Microsoft PowerPoint • Exams And Certification





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VISUAL BASIC.NET COURSE

DURATION: 3 WEEKS

FORMAT: WEB/PDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What Is Visual Basic .NET?

Visual Basic .NET Framework, which is mostly derived from VB.Net but simply put modern, object-oriented computer programming language that is developed by Microsoft to merge the power of .NET Framework and the CLR (common language runtime) together with the productivity benefits that are the trademarks of Visual Basic.

VB.NET is an object-oriented software programming language that is executed on top of the .NET Framework. Although it is an evolution of standard Visual Basic language, it is non-backward-compatible with Visual Basic 6 and any other code that is written in the old version can not compile under VB.NET.

Just like all other .NET languages, Visual Basic .NET has complete support for object-oriented programming concepts. Everything in VB.NET is treated as an object, including all of its primitive data types (e.g. Short, Long, Integer, String, Boolean, etc.) and also user-defined types, events, and even assemblies. All objects in VB.NET inherit from the base class **Object**.

VB.NET is executed by Microsoft's .NET framework. This implementation then gives it full access to all the libraries that are present in the .Net Framework. It's also possible to run VB.NET programs on Mono software, which is the open-source alternative to the .NET framework, not only under Windows OS but also on Linux or other OS.

The .Net Framework applications are generally multi-platform applications. The .NET Framework has been designed in such a way that it can be used from any of the following languages: Visual Basic, C++/C#, Java, COBOL, etc. All these languages can directly access the framework as well as communicate with each other.

The .Net Framework has an extensive library of codes that are used by other client languages such as VB.Net. These languages make use of the object-oriented methodology.



Features Of Visual Basic .NET

1. **VB .Net** incorporates various features like the in-place menu editor, automatic control anchoring and docking, etc., all of which help web developers to develop web applications without any delay and time.
2. The Visual Basic .NET programming language implements automatic formatting of code, a highly intelligent and input-independent, an XML viewer and has more features.
3. By using the VB .NET Programming Language, web developers can easily develop web applications that have features like event log, the system, performance counters, etc.
4. Since the VB .Net programming language is an object-oriented programming language, web developers can create complex class software using its full object-oriented constructs.
5. Visual Basic .NET programming language provides support for various language features like the implementation of inheritance, polymorphism, encapsulation, etc.
6. Visual Basic .NET presents a visual designer for forms to help web developers develop web forms easily. Besides this, web developers can also use its “drag and drop” feature to drag and reposition elements according to their business requirements and needs.

Benefits Of VB .NET

1. **Object-Oriented:** All data in VB .Net is primarily considered as an object. From its primitive data types to user-defined data types, each and everything in VB .NET is object-based. It equally provides you with all the advantages of any OOP's-based language like Java, Python, C++, etc.
2. **Modern and General Purpose:** VB .Net is a general-purpose web programming language that has all the features of any modern web-development technology incorporated in it.
3. **Easy to Learn:** Due to its very easy-to-understand syntax and visual learning curve, it is easier to learn the VB .NET programming language.
4. **Structured Language:** VB .Net is a highly structured programming language.
5. **Platform Independent:** VB .NET is a platform-independent computer programming language. Besides, it could be compiled on lots of computers and platforms and could run on different OS.
6. **Large Community Support:** Since VB .NET is part of .Net Framework, it generally inherits from its large community support.



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VISUAL BASIC COURSE

DURATION: 2 WEEKS

FORMAT: WEBPDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What is Visual Basic?

Microsoft's Visual Basic is basically an event-driven third-generation software programming language that is owned and managed by Microsoft for its Model-View-Component (MVC) programming model.

Microsoft wanted Visual Basic to be very easy to learn and use with. Therefore Visual Basic was derived from BASIC and it supports for the rapid application development (RAD) of various graphical user interface (GUI)-software applications and direct access to-databases by making use of Data Access Objects, ActiveX Data Objects-or Remote Data Object and the creation of various ActiveX controls and-objects.

Like the BASIC-like are Programming Language, Microsoft Visual Basic was designed to have an easy learning curve. Software programmers can create and edit both simple and complex GUI programs.

Programming in Visual Basic is a combination of graphically arranging components or controls on a form window, along with defining and specifying the various attributes and actions for those features, and also writing additional lines of code for better performance and functionality.

Visual Basic can be used to develop system executables (.exe files), DLLs or ActiveX controls, but it is basically used to create Windows software and/or access database systems.



Features Of Visual Basic

There are lot of features and characteristics of Visual Basic and some of them are,

1. There are no file numbers in Visual Basic as found in earlier BASIC language, code in VB are grouped into subroutines or methods.
2. In Visual Basic, code statements have no terminating character except a line-ending character.
3. Code comments in Visual Basic are declared with a single apostrophe (' character). This is a defined comment.
4. Looping statements code blocks start and end with key words like While-End, Do-Loop, For-Next, etc.
5. Logical and bitwise code operators are unified. This is not the case in some languages that are derived from C such as Perl, in which you will have different logical and bitwise operators. This again is a fundamental feature of BASIC.
6. Visual Basic have variable array lists. Arrays are basically defined and declared by stating the upper and lower bounds in a way that is very closely related to languages like Pascal and Fortran. It is also possible to use the Option Base statement in Visual Basic to set the default lower bound.
7. Visual Basic have relatively powerful integration with the Windows operating system and also, the Component Object Model. The native data types for strings and arrays are the dedicated COM types, SAFEARRAY and BSTR.



Benefits Of Visual Basic

There are many benefits and advantages of Visual Basic and some of them are:

1. The structure and syntax of the Basic programming language are very simple to work with, especially as to the system-constructible code.
2. Visual Basic is not only a programming language but it is also basically an integrated and interactive software development environment (IDE).
3. The Visual Basic IDE has been highly built and optimized to support for the rapid application development (RAD). Visual Basic makes it particularly very easy to build and develop graphical user interfaces and to connect them to various handler functions that are provided by the application.
4. The graphical user interface of the Visual Basic IDE provides you with an intuitive and appealing view for the management of the program structure in the various types of entities such as classes, modules, procedures, forms, etc.
5. Visual Basic provides you with a comprehensive interactive and context-sensitive online help system to assist you with your development activities.
6. There is always catalog of readily available COM components and libraries for many different purposes in Visual Basic.



Visual Basic Course Outline

Visual Basic	• Introduction
Visual Basic	• Hello Application
Visual Basic	• Comments
Visual Basic	• Hello Code
Visual Basic	• VB Data
Visual Basic	• Variables
Visual Basic	• Visual ID
Visual Basic	• Select Case
Visual Basic	• Looping
Visual Basic	• Functions Intro
Visual Basic	• Math Functions
Visual Basic	• String Functions
Visual Basic	• Sub Procedure
Visual Basic	• Event/Event Functions
Visual Basic	• Arrays
Visual Basic	• Create Files
Visual Basic	• Create Graphics
Visual Basic	• Create HTML Player
Visual Basic	• Create Audio Player
Visual Basic	• Create e-Form Manager
Visual Basic	• Multimedia Player
Visual Basic	• Create Database
Visual Basic	• Advanced Database
Visual Basic	• HTML Control
Visual Basic	• UserControl Control
Visual Basic	• SQL Query
Visual Basic	• More SQL Query
Visual Basic	• Ex. Library
Visual Basic	• Animation 1
Visual Basic	• Animation 2
Visual Basic	• Animation 3
Visual Basic	• Web Browser
Visual Basic	• FTP Program
Visual Basic	• Error Handling
Visual Basic	• Complex User Data
Visual Basic	• Creating Menu
Visual Basic	• Symbolic Handling
Visual Basic	• Printing
Visual Basic	• Creating a Report
Visual Basic	• Video Lecture
Visual Basic	• Exam A&Z Certification





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WINDOWS SERVER COURSE

DURATION: 3 WEEKS

FORMAT: WEB/PDF PLUS VIDEO LECTURES

CERTIFICATE OF COMPLETION

What Is Windows Server?

Windows Server is the brand name for a group of server operating systems that were created and managed by Microsoft. Microsoft Server is made up of all the Windows-operating systems that are branded as Windows Server, but not any other Microsoft product.

The first edition of the Windows Server is introduced under the Microsoft brand was known as the Windows Server 2003. However, the first Server edition of Windows was known as Windows NT 3.1 Advanced Server, that edition was followed by the Windows NT 3.5 Server, Windows NT 4.0 Server, and Windows 2000 Server. The Windows 2000 Server was the first server edition to come with Active Directory, DHCP Server, DNS Server, IIS, Server Group Policy, as well as many other popular features that are used today.

By transferring the management and upkeep of the Windows Server to a cloud computing service such as the Microsoft Azure or the Amazon Web Services, users would get the advantage of paying monthly, judging on their exact monthly usage rather than a large-upfront cost. Besides, infrastructure would need to be more reliable and it is easier to scale up the server as necessary. However, buying and owning a server in Azure might be a better choice in certain cases when it is more cost-effective. Here are some ways to make use of a Windows Server to manage the cloud components in a facility and also very appropriate for running a physical server.

Certain Windows Server editions have a personalized and customized name. For example, all the editions of the Windows Server in this data have an edition of the Windows Storage Server. Starting from the Windows Server 2012 edition, the Windows Storage Server was added, as Microsoft incorporated the edition to Standard and Essentials.

Microsoft has also designed the Windows Server Essentials family, known as Windows Small Business Server and the renamed Windows Essential Business Server, software bundles that come with a somewhat limited Windows Server operating system and some other products of Microsoft Server products.



Features of Windows Server

There are lots of features of the Windows Server and some of them are:

- 1. Windows Server Containers:** This container type is intended for low-cost workloads where you don't mind that container instances running on the same server may share some system resources.
- 2. Nano servers:** Nano is intended to be managed completely remotely. However, Nano does include optional local management UI called "Nano Server Discovery Console," that allows you to perform initial configuration tasks. The Nano Server boots a PC, performs install or installation (scripted) than the Windows Server graphical user interface (GUI) installation option.
- 3. Nested VM installation:** This is mostly used when a business wants to deploy additional Hyper-V hosts and needs to minimize hardware costs. It refers to the capability of a virtual machine to host virtual machines by itself.
- 4. Storage Spaces Direct:** This is a new Windows Server feature that makes it more efficient for administrators to create redundant and flexible disk storage.
- 5. ReFS:** The Resilient File System is intended as a high-performance, high-reliability file system intended for use with Storage Spaces Direct and Hyper-V workloads. A stable version can be found in Windows Server 2016.
- 6. Linux Storage Hosts:** The Windows Server-based Storage Hosts that is not fully compatible with Linux-based Generation 2 Hyper-V VM because the Linux-based drivers aren't part of the stored device store. Hence the need to use Linux to deploy Linux VMs under Windows Server 2016 Hyper-V; this prevents trouble and we need to check the software vendor's Storage Host feature. The Storage Host is part of the Unified Extensible Firmware Interface (UEFI) specification designed to protect a server's storage-on-chip against the injection of malware or other unwanted/unknown software.
- 7. Hyper-V Hot-Add Virtual Hardware:** Hyper-V Server allows for the addition of the virtual hardware or enables the adjustment of the allocated RAM to a virtual machine.
- 8. PowerShell Direct:** In Windows Server 2014, PowerShell-remote commands use `Get-VM` parameters that allow us to send PowerShell directly into the Hyper-V hosts VMs.
- 9. Managed VMs:** The Windows Server 2014-enabled VMs allow for much deeper, centralized control over Hyper-V VMs across.



Benefits Of Windows Server

There are lots of benefits of using the Windows Server and some of them are:

1. Windows Server offers users the ability to convert the currently non-enabled second-generation virtual machines to enabled virtual machines, including automated disk encryption.
2. With the Microsoft Windows Server, you can view the file system which a disabled virtual server is authorized to use, providing a way for the file administrator to open a guarded key protected (GPT) of a virtual machine's and view the files that it is permitted to see.
3. With the Microsoft Windows Server, you can verify the file between the local server but simple Active Directory-based authentication and TPM-based authentication.
4. Microsoft Windows Server offers an on-call and diagnostic tool based on the Windows PowerShell that is able to detect misconfigurations or errors in both guarded Hyper-V hosts and the Host Guardian Service.

Why Study Windows Server?

1. Windows server has extensive storage upgrades.
2. Windows server lets you convert the currently non-enabled second-generation virtual machines to enabled virtual machines, including automated disk encryption.
3. Gain knowledge and skills in Windows Server deployment and management.
4. Career opportunities and advancement.



Windows Server Course Outline

- Windows Server • Introduction
- Windows Server • Installation
- Windows Server • Active Roles
- Windows Server • PowerShell
- Windows Server • Remote Management
- Windows Server • Windows Firewall
- Windows Server • Remote Desktop Management
- Windows Server • Remote Monitor
- Windows Server • Active Directory
- Windows Server • DC Accounts
- Windows Server • File System
- Windows Server • Group Managed Service Accounts
- Windows Server • Group Policy Overview
- Windows Server • GPO's Role
- Windows Server • DNS Role
- Windows Server • Primary Zones
- Windows Server • Manage Records
- Windows Server • DNS Overview
- Windows Server • DNS Security
- Windows Server • Hyper-V
- Windows Server • Advanced Configuration
- Windows Server • Configure WDS Role
- Windows Server • WDS Roles & Testing
- Windows Server • Streaming of Files
- Windows Server • File Manager
- Windows Server • Print Server
- Windows Server • Easy Printing
- Windows Server • Configure Print Drivers
- Windows Server • Network Services
- Windows Server • Backup Management
- Windows Server • Video Lectures (Installation and Configuration for Windows Server (MCC)
- Windows Server • Video Lectures (Installation and Configuration for Windows Server (MCC)
- Windows Server • Exams and Certification





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WINDOWS OS COURSE

DURATION: 2 WEEKS

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CERTIFICATE OF COMPLETION

What is Windows OS?

Windows OS (Operating System) is a computer operating software that manages computer or hardware operations and resources developed by Microsoft. Each version of Windows comes with a graphical user interface (GUI), with's desktop that lets its users read and edit files through folders in Windows. For the past twenty years, Microsoft Windows has become the most widely used operating system for both personal computers (PCs) and Mobile Devices.

An Operating System (OS) is a system software program designed and developed to manage computer hardware operations, allocate software resources and provide access to various computing services.

Microsoft Windows OS is designed and developed to run on the standard x86 hardware, such as the Intel and AMD processors. Therefore, the windows operating system can be installed on multiple brands of hardware, such as Dell, HP and Sony computers, as well as some Dell PCs and mobile phones. It also comes with several features for touchscreen that allow the OS to run on several tablets and computers with touchscreens displays. Microsoft's mobile operating system, Windows Phone, is designed specifically for mobile smartphones across several brands of phones, including HTC, Nokia and Samsung.

Versions of Windows OS

The Microsoft Windows Operating System is designed for both home computing, mobile device and professional purposes.

Current and Past Versions of Windows OS includes

1. Windows 1.0 (1985 edition),
2. Windows 3.1 (1992 edition),
3. Windows 95 (1995 edition),
4. Windows 98 (1998 edition),
5. Windows Me (2000 edition),
6. Windows XP (2001 edition), and
7. Windows Vista (2006 edition),
8. Windows 7 (2009 edition)
9. Windows 8
10. Windows 10



Features Of Windows OS

Some of the features of the Windows operating systems include:

1. The Windows Operating System has extensive user accounts, permission that includes parent and supervisor mode with game mode.
2. The Windows Operating System offers you access to disks and file systems, Device drivers, Networking, Security, and a whole lot of other features.
3. Program Execution
4. Memory management Virtual Memory Multitasking
5. Handling I/O operations
6. Manipulation of the filesystem
7. Error Detection and handling
8. Resource allocation
9. Information and Resource Protection



Benefits Of Windows OS

There are lots of benefits of the Windows Operating System.

- 1. Ease of Use:** Users that are familiar with earlier versions of Windows will probably also find the more modern versions easy to work with. This is justified from the standardized look and feel of almost all programs that are written for Windows the way the OS system. This is one of the main reasons why Windows users are mostly hesitant to switch their operating systems.
- 2. Available Software:** There is a huge availability of software that is available for the Windows Operating System. This is one of the major reasons for Microsoft's dominance of the world market for PC computer operating systems and office software.
- 3. Backward Compatibility:** If you're presently using an older version of Windows and need something more up to date, but you don't want to lose the use of some older programs and files that are only made available for Windows and are critical to your marketing work, the possibilities are high that those software programs will also work with a newer version of the Windows Operating System.
- 4. Support for New Hardware:** Practically all hardware companies will offer support for a newer version of the Windows OS when they go to market a new product. Again, Microsoft's current and huge dominance of the software market makes Windows Operating System impossible for hardware manufacturers to ignore.
- 5. Gaming:** If you are someone who desires the latest in PC gaming technology, then you need Windows. A large number of gaming titles are made available for Windows, as well as lots of special gaming hardware that's not supported by windows.



Elements of Windows OS

The following is the noticeable elements of the Windows Operating System (OS) —

1. Graphical User Interface
2. Icons (folders, documents, application, program icons, etc.)
3. Taskbar
4. Start Button
5. Windows Explorer
6. Mouse Button
7. Hardware Compatibility
8. Software Compatibility
9. Help File etc.

Windows OS Course Outline

- Windows OS • Introduction
- Windows OS • Windows Desktop
- Windows OS • Windows UI
- Windows OS • Windows 8
- Windows OS • Windows 7
- Windows OS • Windows XP
- Windows OS • Windows 98
- Windows OS • Video Lectures
- Windows OS • Exam And Certification





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