



Video Tutorial Collection

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The Video Tutorial Collection is a service provided to Dream Broker customers. The collection covers tutorials on a wide range of popular business software. The contents are listed in this document.

Ohjeistuspankki on Dream Broker Oy:n asiakkailleen tarjoama palvelu, jossa pääset tutustumaan yleisesti käytössä oleviin tietojärjestelmiin video-ohjeiden avulla. Tämä on ohjeistuspankin sisältölistaus.

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Videos in English

Operating Systems

Windows 8

- 01 Overview
- 02 Start Menu
- 03 Desktop Environment
- 04 Applications
- 05 Task Manager
- 06 Settings
- 07 Sharing
- 08 SkyDrive
- 09 The Snipping Tool
- 10 Windows Explorer
- 11 Support

Windows 7

- 01 Overview (3:33)
- 02 Taskbar and Start Menu (1:30)
- 03 Control Panel (1:57)
- 04 Library (2:08)
- 05 Search (1:33)
- 06 Ctrl-click (0:52)
- 07 Microphone settings (2:17)
- 08 Gadgets (1:14)
- 09 Changing the screen resolution (0:34)
- 10 The snipping tool (1:29)

MS Office 2013

MS Office 2013 – Overview

- 01 Brief overview of the user interface
- 02 Save
- 03 Change language options
- 04 Help
- 05 SmartArt
- 06 Sharing: Invitations Online Sharing
- 07 Sharing: Online presentation
- 08 Sharing: Instant message

- 09 Hide and pin the taskbar
- 10 Quick access toolbar
- 11 Screenshot
- 12 Save and replace the file format
- 13 Auto recover

MS Office 2013 – Word

- 01 What is new?
- 02 Creating and opening documents
- 03 Display options
- 04 Printing a document
- 05 Collapse or expand parts of a document
- 06 Open and edit PDF Documents
- 07 Inserting and Formatting Pictures
- 08 Insert and format video
- 09 Reading Mode
- 10 Track changes
- 11 Table of contents
- 12 Add a Chart
- 13 Cover Page
- 14 Paste options
- 15 Inserting a Page Break
- 16 Columns
- 17 Themes
- 18 Browse, search, and replace
- 19 Headers, footers and page numbers
- 20 Format painter

MS Office 2013 – Excel

- 01 What's new?
- 02 Creating workbooks and spreadsheets (0:36)
- 03 Adding data to a cell (0:25)
- 04 Decimal places (0:43)
- 05 Dates (0:24)
- 06 Selecting and adding data to multiple cells (0:40)
- 07 Expanding data or a formula to various cells (0:33)
- 08 Creating and editing a table (0:41)
- 09 Adding and editing a picture (1:12)
- 10 Series (1:30)
- 11 Adding data to various spreadsheets at the same time (0:53)
- 12 View various spreadsheets at the same time (0:28)
- 13 Number Formats (0:45)
- 14 Wrapping text into a cell (0:55)

- 15 Formulas (1:15)
- 16 Cell references (0:47)
- 17 Filtering information on an Excel table (1:33)
- 18 Totals and averages (0:39)
- 19 Conditional formatting: creating formatting rules (1:05)
- 20 Conditional formatting: rules based on text (0:34)
- 21 Conditional formatting: Popular conditional formats (0:53)
- 22 Conditional formatting: Using the Format Painter tool (0:30)
- 23 Sparklines (1:03)
- 24 Recommended Charts (1:35)
- 25 Headers and Footers (1:04)
- 26 Pivot tables and Pivot charts (2:32)

MS Office 2010

MS Office 2010 – Overview

- 01 Basic Features (3:38)
- 02 Create, open or save a document (1:24)
- 03 File Menu or “Backstage” (2:17)
- 04 Options (2:10)
- 05 Printing (2:32)
- 06 Quick Access Toolbar (2:54)
- 07 Screenshot (2:44)
- 08 Recently Used Files (0:50)
- 09 Save a document as a PDF file (1:02)
- 10 Save a document in compatibility mode (1:07)
- 11 Where to Find Help (0:39)

MS Office 2010 – Word

- 01 Basic Functions (2:53)
- 02 Table of Contents, Review and View Tabs (1:33)
- 03 Paste Preview (1:23)
- 04 Picture Tools (2:16)
- 05 Compressing Pictures (1:57)
- 06 Insert tab (2:32)
- 07 Insert tab: Header and Footer, Page numbers (1:35)
- 08 Moving Inside the Document (0:56)
- 09 Improved Find Feature (1:10)
- 10 Forms (0:44)

- 11 Mailings-sheet (2:43)
- 12 Status Bar (1:40)
- 13 Adding Chart (2:11)
- 14 Formatting Preview (1:03)

MS Office 2010 – Excel

- 01 Overview (1:12)
- 02 Basic Functions (1:50)
- 03 Pasting (1:40)
- 04 Formulas and View –tabs (1:10)
- 05 Adding Charts (1:38)
- 06 Sparklines (2:31)
- 07 Formatting as a Table (1:20)
- 08 Conditional Formatting (1:16)
- 09 Pivot Table (3:06)
- 10 Printing (1:34)
- 11 Header and Footer (1:07)
- 12 Status Bar (1:39)
- 13 Page Layout (0:51)

MS Office 2010 – PowerPoint

- 01 Basic Features (3:12)
- 02 Some New Features (3:05)
- 03 Adding New Slides (1:41)
- 04 Slide Show, Animations and Transitions (2:53)
- 05 Slide Number (1:14)
- 06 Adding Charts and Smart Art (2:16)
- 07 Statusbar (2:13)

E-Mail Programs

Outlook 2013

- 01 What's new? (1:01)
- 02 Add an email account (0:43)
- 03 Send, reply and forward messages (1:22)
- 04 Attachments (0:44)
- 05 Add an email signature to messages (1:23)
- 06 Create appointments and meetings (1:51)



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- 07 Meeting invitations and booking meeting rooms (1:46)
- 08 Change events and meetings (0:55)
- 09 Recurring Meeting or Event (1:31)
- 10 Create a contact (1:15)
- 11 Electronic Business Card (1:59)
- 12 Create tasks and manage completed tasks (1:31)
- 13 Flag Messages (0:27)
- 14 Sneak a peek (1:20)
- 15 Message preview and inline replies (1:18)
- 17 Disable automatic e-mail notifications (0:32)
- 18 Shared Calendars (2:08)
- 19 Instant search (1:27)
- 20 Track meeting responses (0:34)
- 21 Forward calendar invitations (0:19)
- 22 Responding to a meeting request directly from your inbox (0:32)
- 23 Create a folder for messages (0:38)
- 24 Cleanup and ignore Conversations (1:07)
- 25 Automatic reply (0:56)
- 26 Creating Rules for Email (4:38)

Collaboration

Microsoft Lync 2013

- 01 What's new?
- 02 Status and Logout (0:23)
- 03 Access quick Lync menu in Outlook (0:19)
- 04 Call features (1:00)
- 05 Join a Lync meeting (0:58)
- 06 Start a quick call with multiple people (0:21)
- 07 Start a Lync meeting in Outlook (1:38)
- 08 Search for a contact (0:36)
- 09 Add a contact (1:12)
- 10 Create a contact group (0:41)
- 11 Simultaneous conversations (0:58)
- 12 Share your desktop or a program (1:42)
- 13 Recording a meeting or call (0:36)
- 14 Watch a recorded meeting (0:21)
- 15 Options (2:25)
- 16 Start a poll (1:02)
- 17 Whiteboard (1:05)
- 18 Share notes (0:34)

Microsoft Lync 2010

- 01 Introduction (2:08)
- 02 Options (1:47)
- 03 Starting a conversation (1:34)
- 04 Adding a person to a conversation (0:53)
- 05 Program shared by other participant (1:35)
- 06 Desktop shared by other participant (1:15)
- 07 Starting an instant meeting and sharing an application (1:53)
- 08 Sharing a powerpoint (1:52)
- 09 Whiteboard (1:04)
- 10 Creating a poll (1:44)
- 11 Call view (1:17)
- 12 Starting a video call and video call window (1:51)
- 13 Adjusting audio settings (1:38)