

Microsoft Office

Course Outline:

Word

- Intro to IT & Computers
- Basic Concept of IT
- What is a computer?
- Components of a Computer
- Classification of Computers
- Computer Software
- System Software [Operating System – MS Windows]
- Application Software [MS Office]
- Operating System
- The Windows Desktop
- Desktop Wallpaper
- The Taskbar
- Setting the Date and Time
- Toolbars
- The Windows Start Button
- Share your computer with others
- Setting Parental Controls in Windows
- Copying Pictures to a New Folder
- How to take a screenshot in Windows
- Microsoft Word
- Getting Started with Microsoft Word
- Creating a basic document
- Enter text
- Saving a new document
- Preview document
- Print document
- Online help
- Editing a Document
- Insert text
- Select text
- Create an auto text entry
- Move and copy text
- Delete text
- Undo changes
- Find and replace text
- Formatting Text

- Apply font styles and effects
- Change text color
- Highlight text
- Bulleting text
- Formatting Paragraphs

- Set tabs to align text
- Control paragraph layout
- Add borders and shading
- Apply styles
- Adding Table

- Create a table
- Modify the table structure
- Format a table
- Table toolbar
- Header and Footer

- Understanding header and footer
- Creating / editing header and footer
- Insert page number / text on header & footnote and endnote option menu
- Creating / editing footnote and endnote
- Drawing Toolbar – Word Art

- Use of Drawing toolbar
- Use of auto shape
- Adding shadows and text to a shape
- Working with textbox object
- Create word art
- Advanced word art
- Create Word Macros

- What is a macro
- Create a macro
- Assign a macro to the keyboard
- Delete your macro
- Proofing a Document

- Check spelling, grammar and word count
- Customize autocorrect options



Microsoft Excel

- Getting Started with MS Excel
- Excel rows and columns
- Workbook & worksheet
- Enter text and numbers in a cell
- Edit text in a cell
- Cell formatting
- Font formatting
- Merge cells
- Save your work
- Formulas and Functions
- Entering formulas
- Copying data and formulas
- Using AutoSum
- Understanding functions
- Using simple aggregate functions (Sum, Count, Average, Min, Max)
- Copying formulas
- Editing Features
- Using cut, copy, and paste operations
- Using paste special with values
- Selection techniques
- Navigation techniques
- Working with the Large Workbooks
- Freezing and unfreezing panes
- Splitting windows
- Inserting page breaks for printing-
- Working with Charts
- Creating charts using Chart Wizard
- Creating different types of charts
- Including titles and values in charts
- Formatting of charts
- Inserting Graphic Objects
- Insert and modify pictures and clipart
- Draw and modify shapes
- Illustrate workflow using SmartArt Graphics
- Previewing and Printing
- Previewing worksheets
- Page setup
- Printing of worksheets in multiple pages
- Repeating rows and columns for multiple pages
- Printing multiple worksheets
- Simple Database Operation



- Sorting tables
- Filtering data with auto filter
- Referring data from other worksheets
- Create hyperlinks
- Analyzing Data Using Pivot Tables and Pivot Charts

- Create a pivot table report
- Analyze data using pivot charts

Microsoft PowerPoint

- Getting Started
- Microsoft Office Toolbar
- Quick Access Toolbar
- Mini Toolbar
- Creating a Presentation
- New Presentation
- Save a Presentation
- Add Slides
- Theme
- Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste
- Undo/Redo
- Spell Check
- Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Indent Paragraphs
- Text Direction
- Adding Content

- Resize a Textbox
- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists
- Adding Video
- Adding Audio
- Graphics



- Adding a Picture
- Adding ClipArt
- Editing Picture and ClipArt
- Adding Shapes
- Adding SmartArt
- Tables

- Create a Table
- Enter Data in a Table
- Format a Table
- Insert a Table from Word or Excel
- Charts

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Chart Tools
- Paste a Chart from Excel
- Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Printing

- Print a Presentation
- Package a Presentation

- Internet & Microsoft Outlook
- Introduction to the Internet

- Getting and Using an Email Account

- Getting an Email account
- Using an Email account: sending greeting cards and email to one another
- Online Shopping, Chat and other services

Microsoft Outlook

- How to Set up a new Email account
- How to Add Email Attachments
- Set up a Second Outlook Express Account
- Add a Signature to all outgoing emails

- Practical Approach
- The real-life examples will be given throughout the lectures.

24/7 Support

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