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Microsoft Office

Course Guide

From home to business, from desktop to web and the devices in between, Office delivers the tools to get work done.

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Microsoft Office Course Contents

Microsoft Office curriculum follows the Microsoft standards and is designed to meet the requirements of every home & office user needs.

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 7 Desktop
- Desktop Wallpaper
- The Taskbar
- Setting the Date and Time
- Toolbars
- The Windows 7 Start Button
- Share your computer with others
- Setting Parental Controls in Windows 7
- 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 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

MS Outlook
- How to Set up an 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.

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