

MS Office in 8 hours

Module 1: Creating a PowerPoint Presentation

This module explains how to create a presentation in Microsoft PowerPoint

Topics: • Starting Microsoft PowerPoint

- **Normal View**
- **Creating a Presentation**
- **Saving a Presentation**
- **Importing a File**
- **The Status Bar**
- **Closing a Presentation**
- **Ribbons & Groups.**

Module 2: Formatting Microsoft PowerPoint Presentations

This module explains how to format Microsoft PowerPoint presentations.

Topics: • Selecting a Slide Layout

- **Adding Text**
- **Adding Text from a Text File or Word Outline**
- **Editing Text**
- **Formatting Text**
- **Formatting Text as WordArt**
- **Creating Bulleted and Numbered Lists**
- **Ink Equation**
- **Formatting Text Placeholders**
- **Adding Slides to a Presentations**
- **Arranging Slides**

Module 3: Working with Tables and Charts

This module explains how to work with tables and charts in Microsoft PowerPoint.

Topics: • Inserting a Table

- **Formatting Tables**

- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

Module 4: Slide Transition & Animation

This module explains how to manage Slide Transition & Animation

Topics: • Slide Transition

- Animation Effects
- Adding Sounds to Presentation
- Slide show setup

Microsoft-Word

Module 1: Creating a Microsoft Word Document

This module explains how to get started using Microsoft Word.

Topics: Starting Microsoft Word

- Creating a Document
- Saving a Document
- Opening Existing document
- Toolbars
- Closing a Document

Module 2: Formatting Microsoft Word Documents

This module explains how to format Microsoft Word Documents.

Topics: • Selecting Text

- Selecting Fonts & Colors, Format Painter
- Working with Lists
- Inserting a Hyperlink in a Document

- Using Styles
- Using Themes
- Using the Ruler
- Setting Margin
- Paragraphs
- Line spacing
- Indentation

Module 3: Editing Documents.

This module explains how to edit documents in Microsoft Word

Topics: • Find

- Find and Replace
- Appending Text to a Document
- Using the Clipboard.
- Moving & Copying Text
- Drag & Drop

Module 4: Finalizing Microsoft Word Documents

This module explains how to finalize Microsoft Word Documents.

Topics: • Adding Page Numbers

- Headers and Footers
- Checking Spelling and Grammar
- Page Background
- Page Borders

Module 5: Working with Tables

This module explains how to work with tables in Microsoft Word.

Topics: • Inserting a table

- Table styles
- Formatting a Table
- Table Layout

- Draw Table

Module 6: Working with Images, Shapes & Illustrations

This module explains how to work with images in Microsoft Word.

Topics: • Inserting Images

- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Adding Shapes
- Editing Shapes
- Shape Effects
- WordArt
- Symbols & Icons
- Smart Arts
- Charts

Module 7: Managing Mailings

This module explains how to manage mailings in Microsoft Word.

Topics: • Creating Envelopes and Labels

- Using Mail Merge
- Creating Data Source

Microsoft-Excel

Module 1: Creating a Microsoft Excel Workbook

This module explains how to create and start working with workbooks and worksheets.

Topics:

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar

- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook
- Ribbons & Groups

Module 2: Entering Data in Microsoft Excel Worksheets

This module explains how to enter data in Microsoft Excel worksheets

Topics: Entering Text

- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

Module 3: Using Formulas in Microsoft Excel

This module explains how to work with formulas in Microsoft Excel

Topics:

- Math Operators and the Order of Operations
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References
- Working with Formulas

Module 4: Working with Rows and Columns

This module explains how to work with rows and columns in Microsoft Excel.

Topics: • Inserting Rows and Columns

- **Deleting Rows and Columns**
- **Transposing Rows and Columns**
- **Setting Row Height and Column Width**
- **Hiding and Unhiding Rows and Columns**
- **Freezing Panes**
- **Working with Rows and Columns**

Module 5: Advanced Excel Functions

This module explains how to work with images in Microsoft Word.

Topics:

- **Using Named Ranges in Formulas**
- **Using Formulas That Span Multiple Worksheets**
- **Entering a Formula Using Data in Multiple Worksheets**
- **Using the IF Function**
- **Using the CONCAT Function**
- **Using the TRANSPOSE Function**
- **Using the PROPER, UPPER, and LOWER Functions**
- **Using the PROPER Function**
- **Using the LEFT, Right, Mid**
- **Remove Duplicates**

Microsoft Outlook

Module 1: The Outlook 2019 Interface

This module explains how to work with the Outlook 2019 interface.

- **Overview of the Outlook Interface**
- **The Ribbon**
- **Tabs, Groups, and Commands on the Ribbon**
- **The Backstage View**
- **Lab: Outlook Interface Exercises**

- Exploring the Ribbon
- Exploring the Backstage View

Module 2: Working with Messages

This module explains how to work with messages in Microsoft Outlook.

- Compose a Message
- Add an Attachment Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image to a Message
- Send a Message

Module 3: Working with the Calendar

This module explains how to work with the calendar in Microsoft Outlook.

- Change Your Calendar View
- Set Up Availability Status
- Print Your Schedule
- Share Your Calendar
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Meeting
- Reply to a Meeting Invitation
- Schedule an Appointment
- Make Updates to an Appointment
- Create Calendar Groups
- Delete a Calendar
- Work with Calendar Items
- Create and Add Calendars
- Lab: Working with the Calendar Exercises
- Setting Up Your Calendar

- **Scheduling a Meeting**