Getting Started with Excel and Outlook   (2 Hrs. 30 Mins.)

Part 1: Basic Excel – Duration: 2 Hours

Module 1: Getting Started with Excel

- o   What is Excel?
- o   Workbook vs Worksheet
- o   Understanding Rows, Columns, and Cells

Module 2: Basic Data Entry & Formatting

- o   Typing numbers and text
- o   Formatting (bold, font size, color)
- o   Adjusting row height and column width
- o   Merge and center

Module 3: Basic Formulas

- o   AutoSum
- o   Addition, Subtraction, Multiplication, Division
- o   Using cell references (Relative & Absolute)

Module 4: General Functions

- o   SUM
- o   AVERAGE
- o   MAX and **MIN**
- o   COUNT

Module 5: Text Functions

- o   UPPER
- o   LOWER
- o   PROPER
- o   CONCAT
- o   TRIM

Module 6: Logical Function

- o   IF statement with simple condition

Module 7: Sorting and Filtering Data

- o   Sorting (A to Z / Z to A)

o   Simple Filters

Module 8: Saving and Printing

o   Save vs Save As

o   Print Preview

Part 2: Basic Outlook – Duration: 30 Minutes

Module 9: Understanding Outlook

o   What is Microsoft Outlook?

o   Navigating the Outlook interface

Module 10: Working with Emails

o   Composing and sending emails

o   Reply, Reply All, and Forward

o   Adding attachments

Module 11: Email Organization

o   Creating folders

o   Moving and deleting emails

o   Using Search

Module 12: Calendar Basics

o   Creating an appointment or meeting

o   Viewing your calendar