

KOENIG SOLUTIONS • COURSE OUTLINE

MS Office in 8 Hours

Learn to create and format documents, spreadsheets, presentations and email using Word, Excel, PowerPoint and Outlook.

8 Hours

DURATION

19

MODULES

147

TOPICS

2

HANDS-ON LABS

COURSE OVERVIEW

This course covers creating, formatting and finalising presentations in PowerPoint, including tables, charts, transitions and animation. It then addresses creating, formatting and editing documents in Word, along with tables, images, shapes and mail merge. The course continues with building Excel workbooks, entering data, working with formulas and rows and columns, and using advanced Excel functions. It closes with the Outlook interface, composing and managing messages, and working with the calendar.

WHO THIS COURSE IS FOR

Office Administrators

Administrative Assistants

Business Professionals

Executive Assistants

Team Coordinators

LEARNING OBJECTIVES

- Create and save presentations in PowerPoint
- Format slide text, layouts and bulleted lists
- Insert and format tables and charts in PowerPoint
- Apply slide transitions and animation effects
- Create and format documents in Word
- Edit documents using find, replace and the clipboard
- Insert images, shapes and tables in Word documents
- Build workbooks and apply formulas in Excel

19 Modules, 147 Topics

01

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

02

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

03

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

04

Slide Transition & Animation

This module explains how to manage Slide Transition & Animation.

TOPICS

Slide Transition · Animation Effects · Adding Sounds to Presentation · Slide show setup

01

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

02

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

03

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

04

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

05

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

06

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

07

Managing Mailings

This module explains how to manage mailings in Microsoft Word.

TOPICS

Creating Envelopes and Labels · Using Mail Merge · Creating Data Source

01

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

02

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

03

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

04

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

05

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

01

The Outlook 2019 Interface

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

TOPICS

Overview of the Outlook Interface · The Ribbon · Tabs, Groups, and Commands on the Ribbon · The Backstage View · Exploring the Ribbon · Exploring the Backstage View

LAB

- Outlook Interface Exercises

02

Working with Messages

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

TOPICS

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

03

Working with the Calendar

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

TOPICS

- 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
- Setting Up Your Calendar
- Scheduling a Meeting

LAB

- Working with the Calendar Exercises

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

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