Microsoft Office in a Day
COURSE OUTLINE

TARGET AUDIENCE
This course is designed for those who are looking for an overview of some Microsoft Office applications. They are familiar with the Windows environment and have used a computer but are needing to brush up on essential Microsoft skills.

LEARNING OUTCOMES
The skills and knowledge covered will build confidence and enable learners to understand use the basics of Word, Excel and PowerPoint.

DURATION: 1 day

COURSE OUTLINE

WORD 2016©

- Planning a document
- The Word screen
- File operations
- Creating a new document
- Saving documents
- Navigating in Word
- Text selection
- Inserting pages
- Editing text
- Undo and redo features
- Cut, copy and paste
- Bold, italic and underline
- Alignments
- Borders and shading
- Inserting pictures
- Bullets and numbering
- Tables

EXCEL 2016©

- The Excel window
- Creating a new spreadsheet
- Saving files
- Opening files
- Formatting text
- Formatting numbers
- Cut, copy and paste
- Filling ranges
- Working with sheets
- Simple formulas
- Functions
- Basic charts

POWERPOINT 2016©

- Getting to Know PowerPoint
- Starting PowerPoint From The Desktop Understanding The Start Screen
- Planning a presentation
- Creating A New Blank Presentation The PowerPoint 2016 Screen
- How Microsoft PowerPoint 2016 Works
- Using The Ribbon
- Formatting
- Creating a simple presentation
- Adding content to slides
- Slide designs
- Animations and Transitions
- Presenting