

Microsoft Office

Delivery Format: Online, Classroom, Self Study & Combinations

Course Outline

Intro to Microsoft Office

Module: MS Word

Chapter 1 - Word chapter 1 – Intro to Wordprocessing

Chapter 2 - Word chapter 2 - Creating a Document

Chapter 3 - Word chapter 3 - Opening and Viewing a Document

Chapter 4 - Word chapter 4 - Editing Text

Chapter 5 - Word chapter 5 - Printing a Document

Chapter 6 - Word chapter 6 - Character Formatting

Chapter 7 - Word chapter 7 - Paragraph Formatting

Chapter 8 - Word chapter 8 - Setting Tabs and Indents

Chapter 9 - Word chapter 9 - Document Formatting and Sections

Module: MS Excel

Chapter 10 - Excel chapter 1 - Using Excel

Chapter 11 - Excel chapter 2 - Modifying a Worksheet

Chapter 12 - Excel chapter 3 - Entering Basic Formulas and Functions

Chapter 13 - Excel chapter 4 - Modifying the Structure of a Worksheet

Chapter 14 - Excel chapter 5 - Formatting the Worksheet

Chapter 15 - Excel chapter 6 - Printing the Worksheet

Chapter 16 - Excel chapter 7 - Entering Functions

Module: MS Powerpoint

Chapter 17 - PowerPoint chapter 1 - Using PowerPoint

Chapter 18 - PowerPoint chapter 2 - Creating a Presentation

Chapter 19 - PowerPoint chapter 3 - Working with Slides

Chapter 20 - PowerPoint chapter 4 - Working with Slide and Layout Masters

Chapter 21 - PowerPoint chapter 5 - Inserting Pictures

Chapter 22 - PowerPoint chapter 6 - Adding Transitions and Animation Effects

Chapter 23 - PowerPoint chapter 7 - Preparing the Presentation for Delivery

Module: MS Outlook

Chapter 29 - Outlook chapter 1 - Starting Outlook and Sending Emails

Chapter 30 - Outlook chapter 2 - Using Contacts

Chapter 31 - Outlook chapter 3 - Using the Calendar