

## **MS OFFICE COURSE STRUCTURE**

### **INSTALLATION OF MS OFFICE**

#### **1) MS WORD**

- Introduction to Microsoft Word
- Working with Documents and the Keyboard
- Navigating Through a Word Document
- Basic Text Editing
- Text Formatting
- Paragraph Formatting
- More Ways to Format Text and Paragraphs
- Style Formatting
- Page Formatting
- Templates
- Working With Graphics and Pictures
- Tables
- Desktop Publishing
- Long Documents
- Technical Documents
- Mail Merge
- Proofing, Printing, and Publishing
- Comparing, Merging, and Protecting Documents
- Customizing and Expanding Word

#### **2) MS POWERPOINT**

- Introduction to Microsoft Word
- The Basics of Creating Presentations
- Applying Themes and Layouts to Slides
- Working with Objects
- Entering, Editing, and Formatting Text
- Working in Outline View
- Proofing Presentations
- Notes
- Inserting Pictures, Graphics, Shapes, and Other Things
- Inserting Tables into Presentations
- Charts and SmartArt
- Adding Sound and Video
- Adding Transitions and Animation
- Master Slides
- Printing and Running Slide Shows
- Saving, Sharing, and Exporting Presentations

#### **3) MS EXCEL**

- Introduction to MS Excel
- Navigating Excel
- Worksheets and Workbooks
- Entering Information into MS Excel

- Introduction to Working with Cells, Rows, and Columns
- Formatting Data and Cells
- Formatting Rows and Columns
- Editing Cells, Rows, Columns, and Worksheets
- Introduction to Formulas and Calculations
- Working with Formulas and Functions
- Maintaining Worksheets
- The What-If Analysis
- Adding Images and Graphics
- Charts and Diagrams
- Creating Data Lists
- Managing Data
- Pivot Tables and Charts
- Printing Worksheets and Workbooks
- Templates
- Protecting, Saving, and Sharing Workbooks

#### **4) MS OUTLOOK**

- Introduction to Microsoft Outlook
- Navigating Outlook
- Sending and Receiving Messages
- Formatting Messages
- Adding Tables and Other Elements to Messages

- Inserting Graphics and Images into Emails
- Working with Messages
- Organizing Mail
- Advanced Mail Features
- Address Books and Contacts
- Using the Calendar
- Reminders
- Tasks
- Notes
- Social Media and Outlook
- Sharing