

Office Overview (2003/2007)

2 days

Proposed course outline

Get started with Microsoft Windows and Office. Learn the basics of Windows, Word, Excel, PowerPoint and Outlook.

Courses are tailored to individual requirements but topics which may be covered include:

Introducing Window & Office

- Operating system
- Application types
- Version management
- Common features

Windows

- Managing Windows
- Working with files and folders
- Finding files
- My Documents
- My Pictures

Word

- Word screen and ribbon
- Creating a document
- Editing a document
- Formatting text
- Formatting paragraphs
- Using Cut, Copy & Paste
- Print Preview
- Saving
- Printing
- Getting help

Excel

- Parts of a workbook
- Cells, rows & columns
- Entering Values & text
- Formatting cells
- Simple formulae
- Print layout
- Saving
- Printing
- Getting help

PowerPoint

- PowerPoint screen
- Creating title slide
- Creating bullet slides
- Editing slides
- Formatting slides
- Inserting ClipArt
- Running a Slideshow
- Saving
- Printing
- Getting help

Outlook

- Outlook Screen
- Sending messages
- Replying/Forwarding messages
- Filing messages
- Creating appointments
- Calendar views
- Creating contacts
- Emailing contacts
- Creating tasks
- Updating tasks
- Getting help