

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Introduction to Microsoft Office

Course Description:

This Course is designed for delegates who wish to learn the basics of Microsoft Office, covering the following Applications:

- Excel
- Word
- PowerPoint
- Outlook

Pre-requisites:

Delegates should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

- **Getting Started with Excel**
 - Identify the Elements of the Excel Interface
 - Navigate and Select Cells in Worksheets
- **Performing Calculations in an Excel Worksheet**
 - Create Formulas in a Worksheet
- **Modifying the Appearance of a Worksheet**
 - Apply Font Properties
 - Add Borders and Colours to Cells
 - Align Content in a Cell
 - Apply Number Formatting
- **Printing Excel Workbooks**
 - Define the Page Layout
 - Print a Workbook

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- **Getting Started with Word**
 - Identify the Components of the Word Interface
 - Customize the Word Interface
 - Enter Text in a Document
- **Modifying the Appearance of Text in a Word Document**
 - Apply Character Formatting
 - Display Text as List Items (Bullet Points)
 - Modify the Layout of a Paragraph
- **Proofing a Word Document**
 - Check Spelling and Grammar
 - Use the Thesaurus
- **Controlling the Appearance of Pages in a Word Document**
 - Add Headers and Footers
- **Printing Word Documents**
 - Preview and Print a Document
- **Getting Started with PowerPoint**
 - Identify the Elements of the User Interface
 - View Presentations
 - Save a Presentation
- **Creating a Basic Presentation**
 - Enter Text
 - Edit Text
 - Add Slides to a Presentation
- **Adding Graphical Objects to a Presentation**
 - Insert Images into a Presentation
 - Add Shapes
- **Modifying Graphical Objects in a Presentation**
 - Format Graphical Objects
- **Preparing to Deliver a Presentation**
 - Add Speaker Notes
 - Print a Presentation
 - Deliver a Presentation

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- **Getting Started with Outlook**
 - Identify the Components of the Outlook Interface
 - Read an Email Message
 - Reply to and Forward an Email Message
 - Print an Email Message
 - Delete an Email Message
- **Composing Messages**
 - Create an Email Message
 - Format a Message
 - Check Spelling and Grammar
 - Attach a File
 - Send an Email Message
- **Organizing Messages**
 - Move Email Messages into Folders
 - Open and Save an Attachment
- **Managing Contacts**
 - Add a Contact
- **Scheduling Appointments**
 - Schedule an Appointment
 - Edit Appointments

Course Duration:

1 Days