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Getting started with Microsoft Office Tools

Program Overview:

This course is tailored for beginners to develop essential skills in Microsoft Word, Excel, PowerPoint, and Outlook. Participants will acquire the ability to create and format documents, handle spreadsheets, craft compelling presentations, and efficiently manage emails and calendars. Through a combination of hands-on practice and practical assignments, the course ensures that participants are equipped to effectively use these key Office tools to boost their productivity in both professional and personal settings.

Objectives:

- Introduce the basics of Microsoft Word, Excel, PowerPoint, and Outlook.
- Teach how to create and format documents in Word.
- Show how to create and manage spreadsheets in Excel.
- Guide participants in designing and delivering presentations in PowerPoint.
- Enhance overall productivity using Microsoft Office tools.
- Prepare participants for more advanced Microsoft Office learning.

Target Audience:

Administrative assistants, Students, Office workers and Teachers

Duration:

18 hours

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Programme

Module	Duration
Introduction of Microsoft Word 2019 • The Quick Access Toolbar. • Navigation, Editing and Saving • Selecting Text	
Manage Documents • Editing Text • Format Text • Apply Style Sets • Configure Page Background Element • Apply Formatting by Using Format Printer • Clear Formatting • Set Line and Paragraph Spacing and Indentation • Find and Replace Text	Total 18 hours
Working with Page Layout, Tables & Lists • Insert and Modify Headers and Footers • Insert Page Numberings • Create Tables • Modify Tables • Create Numbered and bulleted lists • Increased and decrease Lists Levels • Restart and Continue List Numbering	
What's New in Excel 2019 • Creating Workbooks • Entering texts, numbers and working with dates • Navigating Workbooks • Page Setup and Print Options	

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Formatting in Excel & Using Basic Formulas

- Cut, Copy and Paste

- Introduction to Functions and Formulas

- Formatting Cells, Rows and Columns

- Conditional Formatting

Working with Sheets Creating Basic Charts & Formatting

- Creating, Renaming, Moving & Copying Sheets

- Grouping of Sheets

- Creating Charts & Formatting Charts

Organising Data

- Sorting and Filtering

Using PowerPoint

- Navigating the PowerPoint Screen

- Create Slide Layouts

- Modify Slide Layouts

- Adding Text & Bullets to Slides

- Views in PowerPoint

Managing Slides

- Hide and Unhide Slides

- Modify Individual Slide Backgrounds

- Insert Slide Headers, Footers and Page Numbers

- How to use Graphics, Images, Object and

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Shapes • Working with Charts and Graphs • All about Transition Between Slides • Animation, the Animation Pane and Motion Paths	
Presenting & Printing Options • Managing the Slide Show • Notes Pages • Printing Slides and Handouts • Presentation Dos and Don'ts	

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