

<b>COURSE NAME</b>	<b>Microsoft Office Essentials</b>
<b>OBJECTIVE</b>	<p>This course provides a comprehensive overview of the four main MS Office applications.</p> <p>The main focus of the course will be 'using the right tool for the job'. As each application is explored, participants will learn</p> <ul style="list-style-type: none"><li>- Core techniques</li><li>- Productivity tips and keyboard shortcuts.</li><li>- MS Office application best practices</li></ul>
<b>PREREQUISITE</b>	<p>General familiarity with Windows operating system is expected but no assumption of knowledge of specific tools or techniques is assumed.</p>
<b>DURATION</b>	<b>30 hours</b>
<b>OUTLINES</b>	<p><b><u>Microsoft Word</u></b></p> <ol style="list-style-type: none"><li>1. Getting Started in Microsoft Office 2007 Training for Word</li><li>2. New Documents in Word 2007</li><li>3. Editing Existing Documents</li><li>4. Essential Word 2007 Skills</li><li>5. Formatting Text and Paragraphs</li><li>6. Proofing Tools</li><li>7. Changing Your Page Appearance</li><li>8. Managing Microsoft Office Documents</li><li>9. Additional Editing Tools</li><li>10. Paragraph Formatting</li><li>11. Introduction to Graphics</li><li>12. Document Formatting</li><li>13. Tables</li><li>14. Mail Merge</li><li>15. Macros</li><li>16. Office 2007 Themes</li><li>17. Smart Art</li><li>18. Long or Complex Documents</li><li>19. Collaborating</li><li>20. Using Word 2007 with Other Programs</li></ol> <p><b><u>Microsoft Excel</u></b></p> <ol style="list-style-type: none"><li>1. Getting Started in Microsoft Office 2007 Training for Excel 2007</li><li>2. Entering Data</li><li>3. Changing Worksheet Layout</li><li>4. Entering Formulas</li><li>5. Formatting</li><li>6. Office 2007 Themes and Styles</li><li>7. Printing</li><li>8. Charts</li><li>9. Managing Excel Workbooks</li></ol>

10. Tables and Data Management
11. Using Excel with Other Applications
12. Scenarios and Watching Cells
13. PivotTables and Pivot Charts
14. Collaborating
15. Advanced Formulas and Functions
16. Data Consolidation
17. Data Validation and Conditional Formatting
18. Macros

### **Microsoft PowerPoint**

1. Getting Started with Microsoft Office 2007 Training for PowerPoint
2. Opening a New Presentation
3. Viewing Presentations
4. Modifying an Existing Presentation
5. Preparing a Presentation for Delivery
6. Slide Outlines
7. Pictures and Shapes
8. Presentation Colors
9. Animation
10. Organizing and Enhancing Your Presentation
11. Managing Presentations
12. Tables
13. Charts
14. WordArt and Smart Art
15. Templates, Masters and Custom Layouts
16. Saving Presentations for the Web
17. Collaboration
18. Advanced Presentation Delivery Options

### **Microsoft Outlook**

1. Getting Started in Microsoft Office 2007 Training for Outlook
2. Reading and Sending E-mail in Outlook 2007
3. Replying to and Forwarding Messages
4. Formatting Messages
5. Working with E-mail Addresses
6. Managing Mail
7. Printing E-mail Messages
8. The Outlook 2007 Calendar
9. Planning Meetings and Appointments
10. Contact Options
11. Outlook Tasks
12. Outlook Notes
13. Mail Message Options
14. Filtering, Finding and Flagging Messages
15. Archiving Outlook 2007 Data
16. Personal File Folders
17. Organizing Your Outlook 2007 Items
18. Pictures and Shapes
19. WordArt and Smart Art

**EXIT PROFILE**

A successful candidate will get a "Certificate of Microsoft Office Expert".