

ESSENTIAL MS OFFICE SKILLS FOR THE WORKPLACE



4 x 1.5 HOUR ONLINE WEBINARS

These webinars are designed to cover the essentials of MS Office. The course is primarily aimed at those who are relatively new to working Microsoft Office applications. Essential functionality of MS Outlook, Word, Excel and PowerPoint will be covered ensuring that participants have a good basic working knowledge of each application on completion of all four modules.

WEBINAR 1 - MS WORD

THE BASICS

- Overview of File Management
- Overview of MS Word screen
- Creating / Saving / Closing / Opening a Document
- Attaching and sending files in Outlook

EDITING

- Moving around the Document
- Deleting and Inserting text
- Selecting text

FONT (TEXT) FORMATTING

- Applying / Removing formats
- Using the Format Painter

PARAGRAPH FORMATTING

- Paragraph Alignment
- Bulleted and Numbered Lists

MOVING AND COPYING TEXT

- Using Drag & Drop
- Using Cut, Copy & Paste

PAGE SETUP

- Margin settings
- Page Orientation
- Previewing and Printing a Document

PRACTICAL EXERCISE

- Overview of exercise for completion prior to webinar 2.

WEBINAR 2 - MS OUTLOOK

- Recap on MS Word content allowing for Q&A

EMAIL

- Reading and navigating through messages
- Creating and Sending mail
- Replying to messages
- Forwarding messages
- Deleting email

EMAIL MANAGEMENT

- Create a folder
- Move emails to a folder

CONTACTS

- Creating, editing and deleting contacts.
- Using Contacts

CALENDAR

- Creating and editing calendar entries
- Moving a calendar entry
- Deleting calendar entries

PRACTICAL EXERCISE

- Overview of exercise for completion prior to webinar 3.

WEBINAR 3 - MS EXCEL

THE BASICS

- Overview of MS Excel screen
- Creating / Saving / Closing / Opening a Workbook

ENTERING & EDITING DATA

- Moving around the Worksheet
- Entering Data
- Editing Data
- Selecting Cells
- Deleting Cell Contents

EXCEL ESSENTIALS

- Moving and Copying Cells
- Using Cut, Copy & Paste
- Using Drag & Drop
- Fill Handle
- Inserting Columns/Rows
- Resizing Columns/Rows
- Preview & Print a Worksheet

FORMATTING

- Applying formats to cells
- Using Format Painter

FORMULAS & FUNCTIONS

- Basic Formulas
- Using AutoSum
- Copying Formulas
- Relative vs. Absolute cell addressing (time permitting)

PRACTICAL EXERCISE

- Overview of exercise for completion prior to webinar 4.

WEBINAR 4 - MS POWERPOINT

THE BASICS

- Overview of MS PowerPoint screen
- Creating / Saving / Closing / Opening a Presentation

WORKING WITH SLIDES

- Creating New Slides
- Changing the Slide Layout
- Working with Bulleted Lists
- Navigating the Presentation
- Moving and resizing placeholders / objects

FORMATTING

- Basic formatting
- Using the Format Painter
- Changing background colour of slides
- Applying Design Templates

IMAGES / SMARTART

- Insert images / pictures
- Editing / Cropping images
- Overview of SmartArt basics

CREATING A SLIDE SHOW

- Applying Transitions
- Working with basic animation (time permitting)
- Running a slide show

PRACTICAL EXERCISE

- Overview of final exercise.