

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Access and work with Windows operations
- \* Perform some simple operations using Microsoft Word 97
- \* Perform some simple operations using Microsoft Excel 97
- \* Perform some simple operations using Microsoft Access 97
- \* Perform some simple operations using Microsoft PowerPoint 97
- \* Organise appointments using the Outlook Calendar feature
- \* Manage your contacts using the Outlook Contacts feature
- \* Organise your to-do list with the tasks feature
- \* Use the Shortcut bar to work with toolbars
- \* Share data between applications in Windows 95
- \* Use the Binder to organise your documents.

## PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### WINDOWS

- \* What Is Windows?
- \* Starting Windows
- \* How Windows Works
- \* The Anatomy Of A Window
- \* Working With The Control Menu
- \* Minimising And Maximising
- \* Resizing A Window
- \* Moving A Window
- \* Menus In Windows
- \* Starting Applications
- \* Using Multiple Applications
- \* Closing Applications
- \* Practising Your Mouse Skills

### WORD PROCESSING

- \* Word Processing Overview
- \* Starting Word 97
- \* Typing Text Into A Document
- \* Making Changes To Text
- \* Saving Your Work
- \* Saving An Existing Document
- \* Adjusting Page Setup and Printing
- \* Starting Another Document
- \* Working With Multiple Documents
- \* Closing Files
- \* Opening A Document

### SPREADSHEETS

- \* Spreadsheet Overview
- \* What Is A Spreadsheet?
- \* Starting Excel 97
- \* Moving About The Current Sheet
- \* Entering Data Into A Worksheet
- \* Using Quick Fill
- \* Entering Numbers
- \* Performing Additions
- \* Other Calculations
- \* Performing What If Tests
- \* Saving Your Work
- \* Making It Look Pretty
- \* Printing Your Worksheet Data
- \* Creating A Chart

### DATABASES

- \* Database Overview
- \* Starting Access 97
- \* How Microsoft Access Stores Data
- \* Creating A New Database
- \* Creating A New Table
- \* Adding Data
- \* Working With Data
- \* Running Reports

### PRESENTATIONS

- \* PowerPoint Overview
- \* Starting PowerPoint 97
- \* Using The AutoContent Wizard
- \* Editing The New Presentation

- \* Changing The Look Of The Presentation
- \* Saving A Presentation
- \* Closing A Presentation
- \* Opening An Existing Presentation File
- \* Working With Multiple Presentations
- \* Running The Presentation

### OUTLOOK CALENDAR

- \* Outlook Calendar Overview
- \* Starting Outlook
- \* Accessing Calendar
- \* Working With The Calendar Screen
- \* Scheduling Appointments
- \* Deleting Activities
- \* Recurring Appointments

### OUTLOOK CONTACTS

- \* Outlook Contact Overview
- \* Starting Outlook
- \* Accessing Outlook Contacts
- \* Creating A New Contact
- \* Adding More Details For A Contact
- \* Deleting Contacts

### OUTLOOK TASKS

- \* Starting Outlook
- \* Accessing Outlook Tasks
- \* Creating A Simple Task
- \* Using Tasks In Outlook Calendar
- \* Deleting Tasks
- \* Quick Review

### THE SHORTCUT BAR

- \* Shortcut Bar Overview
- \* Displaying The Shortcut Bar
- \* Displaying Toolbars
- \* Working With The Toolbars
- \* Creating A New Toolbar
- \* Changing Toolbar Buttons
- \* Creating A Toolbar From Scratch
- \* Removing Toolbars

### SHARING DATA

- \* Data Sharing Overview
- \* Starting Documents
- \* Copying With Drag And Drop
- \* Copying And Pasting
- \* Pasting With Links

### THE BINDER

- \* Binder Overview
- \* Starting The Binder
- \* Adding Documents
- \* Working With Documents
- \* Saving The Binder
- \* Printing The Binder
- \* Other Considerations