

LEARNING OUTCOMES

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

- * Work within the Office user interface
- * Use the features in Word
- * Create tables using the features in Word
- * Use the new methods for proofing and printing documents
- * Identify and work with the features available in Microsoft Excel
- * Use the Formulas tab to create and manage formulas and functions
- * Create, format, sort and filter tables in a workbook
- * Create and manage charts in Excel
- * Work with the features available in Microsoft Outlook
- * Sending, receiving and organising email messages in Microsoft Outlook
- * Working with Contacts
- * Working with Calendars in Microsoft Outlook

CUSTOMISATION

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

COURSE OUTLINE

MICROSOFT OFFICE

- * The Office Button
- * Using Access Keys
- * The Ribbon/toolbars
- * Understanding Help
- * Customising The Status Bar
- * Understanding View Options
- * Using Full Screen Reading View
- * Zooming

MICROSOFT WORD

- * Word File Formats
- * Using The Compatibility Checker
- * The Word Ribbons and toolbars
- * Using The Mini-Toolbar
- * The Quick Styles Gallery
- * Themes
- * Adding A Cover Page & Blank Page
- * Page Colour And Borders
- * Building Blocks

USING TABLES IN WORD

- * Inserting A Quick Table
- * Using Table Styles
- * Changing The Table Layout
- * Drawing Tables

PROOFING AND PRINTING

- * Changing The Page Setup
- * Inserting Section Breaks
- * Using Headers And Footers
- * Odd And Even Headers & Footers
- * Adding Page Numbers
- * Printing
- * Using The Spell Checker

WORKING WITH ILLUSTRATIONS

- * The Illustrations Group
- * Inserting A Picture
- * Changing The Picture Styles
- * Using ClipArt

MICROSOFT EXCEL

- * Features In Excel
- * The Excel Screen
- * Excel File Formats
- * Using The Compatibility Checker
- * Excel Options

FORMATTING IN EXCEL

- * Using The Home Tab
- * Merging Cells

- * Themes and Cell Styles
- * Saving A Workbook As A Template
- * Conditional Formatting
- * Highlight Cell Rules
- * Using Data Bars, Colour Scales & Icons
- * Managing Rules

WORKING WITH FORMULAS

- * Expand The Formula Bar & Name Box
- * The Formulas Tab
- * Using Names In Formulas
- * New Statistical Formulas
- * Using The Name Manager

WORKING WITH TABLES

- * Creating and Modifying A Table
- * Sorting Data In A Table
- * Filtering

CREATING CHARTS IN EXCEL

- * Creating A New Chart
- * Changing The Chart Layout
- * Formatting Chart Elements
- * Saving A Chart Template

MICROSOFT OUTLOOK

- * Features In Outlook
- * The Outlook Screen and Ribbon
- * Message Flagging
- * Navigation Pane
- * Instant Search

SENDING MESSAGES

- * The Inbox Folder
- * Creating and sending email
- * E-Mail Options
- * Sending emails to multiple addresses
- * Receiving emails
- * Attachments and Live Preview
- * Printing your email

CONTACTS

- * Creating and editing contacts
- * Addressing an email to a contact
- * Creating a distribution list

ORGANISING MAIL

- * Creating a new mail folder
- * Moving a message to a different folder
- * Sorting the contents of the Inbox
- * Deleting a message
- * Restoring from Deleted Items Folder

CALENDARS

- * Opening the Calendar
- * Creating and editing appointments
- * Setting reminders
- * Applying Categories
- * Recurring Appointments
- * Inviting others to a meeting
- * Responding to meeting invitations