

Microsoft Word - Core

Course Description

This course covers key skills in Microsoft Word that will be required in most office related work. The content and manual are mapped to cover all the content required to successfully complete the Microsoft Office Specialist (MOS) exam. Students will gain core skills for working with business documents such as letters, forms, and newsletters, to increase productivity and apply creative features to enhance documents.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Create and format documents
- Customize options and views
- Configure documents for printing or saving
- Insert and format Objects such as Shapes, Images and Smart Art
- Create Multi-level and Bulleted lists
- Utilize Page and Section Breaks
- Create, edit and format Tables
- Apply References such as Endnotes, Footnotes, and Citations
- Use captions for pictures
- Generate Table of Contents and Index
- Create QuickParts and manage Building Blocks

Course Prerequisites

The course assumes that students have completed the Introduction to MS Office course or have equivalent knowledge and experience.

All of our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support and free refreshers for two years. We use only Microsoft qualified and approved instructors for our courses.



Microsoft Excel - Core

Course Description

This course covers key skills in Microsoft Excel that will be required in most office related work. The content and manual are mapped to cover all the content required to successfully complete the Microsoft Office Specialist (MOS) exam. Students will acquire fundamental concepts and skills to increase their proficiency and productivity as well as a variety of time saving techniques to create better spreadsheets more efficiently.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Customize excel options and views
- Create and manipulate tables
- Filter and sort data
- Apply formulas
- Use the correct syntax to insert functions
- Create and format cells and ranges
- Order and group cells and ranges
- Apply cell ranges and references in formulas and functions
- Summarize data with functions
- Apply conditional logic in functions
- Format and modify text with functions
- Create and format charts and objects

Course Prerequisites

The course assumes that students have completed the *Introduction to MS Office* course or have equivalent knowledge and experience.

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Microsoft Outlook

Course Description

The objective of this course is to introduce Microsoft Outlook and use the various elements such as Mail, Calendar and Contacts to coordinate communication and collaboration with others.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Understand how outlook is set up and the types of information it can track
- Create, format and send messages
- Create or modify signatures for e-mail
- Choose customized outlook settings and views
- Organize and manage messages using quick steps
- Utilize the powerful search tools in outlook
- Create rules and out of office notices
- Use the To Do bar to manage tasks
- Manage multiple calendars
- Create and organize tasks, appointments, meetings and events
- Create and manage notes, tasks and journals
- Utilize options such as voting buttons, flags or level of importance
- Create contacts and groups

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Introduction to MS Office course or have equivalent knowledge and experience.

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