

# Microsoft Office Basics

## Course Description

The objective of this course is to train participants in Microsoft Windows and Microsoft Office which includes Word, Excel and Outlook. This course will familiarize users with the Windows environment and features of Microsoft Office. It is designed for computer users who are new to these programs and need the kick to start working in a business environment.

**Duration: 12 hrs**

## Basic Skills Checklist

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

### Word

- Create, edit, save, open, and close documents
- Learn more efficient ways to select text
- Apply character and paragraph formatting options
- Create multi-level lists
- Use the format painter
- Set tabs and indents
- Change the margins, paper size or page orientation
- Use headers and footers
- Find and replace information

### Excel

- Understand the screen, Screen Tips and Ribbon
- Create, edit, save, open and close workbooks
- Select cells for further action such as formatting, deleting, copying and pasting
- Using Autofill to copy or fill data or set up a series of data
- Insert or delete rows, columns or cells
- Rename, insert, delete, copy or move worksheets
- Create and edit simple formulas using math operators and cell references
- Use common functions
- Apply text and numeric formatting
- Enhance the worksheet using fonts, alignment, lines, borders, colors or patterns
- Preview and print worksheets and workbooks
- Set headers and footers for a worksheet
- Change margins, orientation or layouts



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## Outlook

- Understand how Outlook is setup and the different types of information that can be tracked
- Create, edit, send, open and manage messages
- Learn to use the ToDo bar to manage and organize all daily activities
- Use different types of options for managing messages such as voting buttons, flags or level of importance
- Include and manage attachments being sent or received with messages
- File and manage messages using folders
- Create or modify a signature for e-mail
- Create and edit appointments or events in the Calendar
- Create and modify contacts using the Contacts module
- Create and manage Tasks
- Set up and manage out of office messages

## Course Prerequisites

Participants should have completed the Computer Basics or have a working knowledge of using the computers.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.



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