



Microsoft Office Basics

Versions 2007 to 2019/365

1 Day Course

Training at Your Office

COURSE DESCRIPTION

In this one day course we look at the very basics in Excel, Word, PowerPoint and Outlook. This course is for you if you want a quick start in each of these programs, or if you would like to see what each program can do so that you can decide which ones you feel you will need to learn in detail.

After taking this course, should you wish to learn more about one of these programs, take the full day courses offered in each of these MS Office products.

Course Prerequisite: no prior knowledge of MS Office is required for this course, however a basic knowledge of Windows and ability to use a keyboard and mouse necessary.

COURSE TOPICS

General Topics

- Save, Open and Close Files
- Switching Between Open Programs/Files
- Exiting Programs

Excel

- Overview
- Screen Layout
- Entering Data
- Editing Entries
- Moving Around a Worksheet
- Selecting Cells
- Formulas vs. Functions – What's the Difference?
- Entering Basic Formulas
- Using AutoSum for Sums
- Basic Number Formats

Outlook

- Overview
- Sending Email
- Adding an Attachment
- Replying/Forwarding
- Deleting Messages
- Deleted Items Folder
- Sent Items Folder
- Basics of Using Calendar
- Creating an Appointment, Setting a Reminder
- Creating a Recurring Appointment
- Create a Task with the To-Do List

Word

- Overview
- Typing Tips
- Move through Text
- Add, Delete and Edit Text
- Selecting Text
- Basics of Aligning Text
- Spell Check
- Print

PowerPoint

- Overview
- Create Presentation
- Create Slides, Choose Layout
- Add Text
- Understanding Placeholders
- Basics of Formatting Placeholders
- Different Views
- Applying a Theme
- Insert Pictures
- Basic Transition Effects
- Running a Slide Show



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