

## Introduction – Outlook, Word, PowerPoint, Excel

*This course is designed to teach delegates the fundamentals of using Microsoft Windows and to gain basic familiarity with essential skills within Microsoft Office.*

**DURATION 2 DAYS**

### POWERPOINT

- Introduction
  - Creating a new presentation
  - Creating new slides within a presentation
- Working with Text
  - Formatting & Moving text
  - Creating a title slide
  - Creating a slide with bullet points
  - Creating a slide with ClipArt
  - Creating a slide show
  - Printing the presentation
- Slide Layouts
  - Working with bullet point slides
  - Working with text and ClipArt slides
- Working with the Presentation
  - Slide views
  - Printing the presentation
  - Moving & hiding slides
  - Applying a background
  - Applying a footer
  - Importing slides from other presentations
- Working with the Drawing Toolbar
  - Drawing squares, circles and lines
  - Altering the shape of the drawing
  - Colouring in the drawing
  - Ordering and grouping objects
  - Aligning, rotate and flip
- ClipArt
  - Using the ClipArt slide layout
  - Inserting a ClipArt image
  - Changing the shape of the image
  - Moving the image
- Slide Sorter
  - Moving, inserting and deleting slides
- Presenting the Slideshow
  - Animation effects
  - Slide transitions
  - Slide show tools

## WORD

- Introduction
  - Accessing Word
  - Creating a new document
  - Typing text
  - Saving a document
  - Retrieving a document
  - Moving around a document
  - Print preview
  - Printing a document
- Working with Text
  - Deleting and inserting text
  - Using undo and redo
  - Bold, underline and italics
  - Fonts and text sizes
  - Changing case
  - Changing the colour of text
  - Highlighting text
  - Basic tab key use
- Working with Paragraphs
  - Left, right, centre and full justification
  - Basic numbered paragraphs
- Working with the Whole Document
  - Spell check
  - Thesaurus
  - Page breaks
  - Automatic page numbering
  - Cut, copy and paste
  - Changing page orientation
- File Management
  - Creating folders
  - Moving and copying files
  - Deleting files

## EXCEL

- Introduction to Microsoft Excel
  - Terminology
  - Formatting entries
  - Accessing Excel
  - Spreadsheet terminology
  - Creating a new spreadsheet
  - Entering text and numbers
  - Saving, retrieving and printing a spreadsheet
- Working with Cells
  - Adding up a column/row
  - Formatting cells - justification, borders, shading, number format
  - Deleting cells
  - Performing simple calculations on cells (+, -, \*, /)
  - Printing a worksheet
- Working with Ranges
  - Deleting and inserting rows and columns
  - Altering the width of a column/row
  - Autosum
  - Autofill
- Charts
  - Creating a chart
  - Formatting a chart
  - Printing a chart
- Page Layout
  - Margins and scaling
  - Headers and footers
- Exporting Data
  - Exporting worksheets and charts into a Word document

## OUTLOOK

- Introduction
  - Understanding the screen layout
  - Customising the view
- Contacts
  - Viewing, printing, adding and editing contacts
  - Sending an email to a contact
  - Creating a distribution list
- Electronic Mail
  - Understanding the standard folders
  - Sending and reading messages
  - Replying and forwarding messages
  - Setting message options
  - Sorting messages
  - Attachments
  - Flags
  - Printing and deleting messages
  - Creating and using personal folders
  - Out of office assistant
- Calendar
  - Using the calendar screen
  - Creating & editing appointments
  - Reminders
  - Recurring appointments
  - Scheduling meetings
  - Calendar permissions
  - Viewing other calendars
  - Making an entry private
  - Printing and deleting entries
- Tasks
  - Creating and deleting tasks
  - Recurring tasks
- Notes
  - Creating and editing a note
  - Changing the colour of a note
  - Forwarding a note
  - Deleting a note