

1 Month Duration

MICROSOFT OFFICE

Course Outline



Office



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Microsoft office INSTRUCTOR

MS WORD COURSE OUTLINE

1: Getting Started With Word

- Topic A: Navigate in Microsoft Word
- Topic B: Create and Save Word Documents
- Topic C: Manage Your Workspace
- Topic D: Edit Documents
- Topic E: Preview and Print Documents
- Topic F: Customize the Word Environment

2: Formatting Text and Paragraphs

- Topic A: Apply Character Formatting
- Topic B: Control Paragraph Layout
- Topic C: Align Text Using Tabs
- Topic D: Display Text in Bulleted or Numbered Lists
- Topic E: Apply Borders and Shading

3: Working More Efficiently

- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

4: Managing Lists

- Topic A: Sort a List
- Topic B: Format a List

5: Adding Tables

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

6: Inserting Graphic Objects

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

7: Controlling Page Appearance

- Topic A: Apply a Page Border and Color
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

8: Preparing To Publish a Document

- Topic A: Check Spelling, Grammar, and Readability
- Topic D: Save a Document to Other Formats

MS EXCEL COURSE OUTLINE

1: Getting Started With Microsoft Office Excel 2016

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

2: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

3: Formatting a Worksheet

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Apply Basic Conditional Formatting
- Topic F: Create and Use Templates

4: Performing Calculations/ FORMULAS

- BASIC + A few Advanced Formulas
- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

1: Getting Started With Powerpoint

- Topic A: Navigate the PowerPoint Environment
- Topic B: View and Navigate a Presentation
- Topic C: Create and Save a PowerPoint Presentation
- Topic D: Use PowerPoint Help

2: Developing a Powerpoint Presentation

- Topic A: Select a Presentation Type
- Topic B: Edit Text
- Topic C: Build a Presentation

3: Performing Advanced Text Editing Operations

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

4: Adding Graphical Elements to Your Presentation

- Topic A: Insert Images
- Topic B: Insert Shapes

5: Animations

- Topic: Animate Objects

6: Adding Tables to Your Presentation

- Topic A: Create a Table
 - Topic B: Format a Table
 - Topic C: Insert a Table from Other Microsoft Office Applications
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