INTRODUCTION TO MS OFFICE

A one-day course to build on Introduction to Computing

Prerequisite: Introduction to Computing and Windows

Module 1: FOLDER & FILE MANAGEMENT
Folders
Files
Module 2: MICROSOFT WORD
Creating, Saving, Opening and Closing a Document
Document Design
Selection Techniques
Page Layout
Formatting Text
Formatting Paragraphs
Printing
Module 3: MICROSOFT EXCEL
Creating, Saving, Opening and Closing a Workbook
Basic Construction of a Spreadsheet
Navigating a Spreadsheet
Selection Techniques
Formatting a Spreadsheet
Printing

One-day course 08:30 -16:00
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Module 4: E-MAIL
E-mail Etiquette
Understanding the Difference between To:, Cc:, and Bcc
Reply vs Reply All
Forwarding a Message
Opening and Saving an Attachment
Attaching a File
Searching for an E-mail