

Microsoft Office Step by Step



This course has been designed for the participants to learn and make easy about the four key aspects of the Microsoft Office apps—Word, Excel, PowerPoint, and Outlook. In each part, participants can start from the beginning and build skills as they learn to perform specialized procedures. The course plan and steps are delivered crisply and concisely—to make it interesting for the participants.

■ Objective

To create a basic Word document and simple Excel spreadsheet with beginner edits and formatting; start a text slide in PowerPoint; the internet and Windows Explorer

■ Approach

The course is divided into 5 parts (including one Introductory session), each of which provides a thorough introduction to one of the four apps we are going to cover. Each part is divided into chapters representing some of the app's key skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Part 1: Microsoft Office 2016

- Explore Office 2016
- Create and manage files



Part 2: Microsoft Word 2016

- Modify the structure and appearance of text
- Collaborate on documents
- Merge data with documents and labels



Part 3: Microsoft Excel 2016

- Perform calculations on data
- Limit data that appears on your screen
- Reorder and summarize data
- Analyze alternative data sets



Part 4: Microsoft PowerPoint

- Create and manage slides
- Insert and manage simple graphics
- Add sound and movement to slides



Part 5: Microsoft Outlook

- Send and receive email messages
- Organize your Inbox
- Manage scheduling

