



Central IT Training

Microsoft Office Familiarisation

Course Duration 2 Days 9:30am to 4:30pm

Overview

This course is designed to give you a general introduction to Windows and Microsoft Office, enabling you to send and receive emails and manage your diary, produce basic Word documents, produce basic spreadsheets, and create a simple PowerPoint presentation.

Minimum Requirements

No knowledge of computers is required.

Course Contents

Introduction to Windows

- What is Windows?
- Using the Mouse and Keyboard
- Left, Right and Double Clicks
- What is the Desktop?
- Task Bar and Start Button
- Moving Icons
- Arranging Icons
- Adding Shortcuts to the Desktop
- Opening and Closing Windows
- Sizing Windows
- Cascading and Tiling Windows
- Minimising and Maximising
- Switching Between Windows
- Opening Last Used Files

Folders and Filing

- Windows Explorer
- My Computer
- All About Drives
- Saving Files to folders
- Moving Files Between Folders
- Copying Files
- Deleting Files
- The Recycle Bin
- Creating New Folders

Outlook

- What is Outlook?
- The Outlook Screen
- What is Email?
- The Inbox and Other Folders
- Sending and Receiving Mail
- Opening and Reading a Message
- Replying to a Message
- Forwarding a Message
- Sending a New Message
- The Address Book
- Checking Spelling
- Printing a Message
- Deleting a Message
- Sorting Folders
- Finding Messages
- Attaching Files to a Message
- Opening and Saving Attachments
- Viruses
- What are contacts?
- Adding and Editing Contacts
- Finding Contacts
- The Calendar Screen and Views
- Navigating Around the Calendar
- Adding and Amending an Appointment
- Setting Appointment Reminders
- Adding Recurring Appointments
- Deleting an Appointment
- Printing the Calendar



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Day 2

Word

- Opening Word
- The Word Screen
- Creating A Document
- Entering Text
- Selecting Text
- Amending And Deleting Text
- Changing the Font
- Undo and Redo Actions
- AutoCorrect
- Saving and Closing Documents
- Opening Documents
- Indenting Text
- Bulleted Lists
- Numbered Lists
- Checking Spelling
- Using the Thesaurus
- Printing Documents

PowerPoint

- What is PowerPoint?
- Creating a New Presentation
- The PowerPoint Screen
- Adding New Slides
- Entering Text
- Deleting Slides
- Adding Basic Animation
- Running a Slide Show
- Printing Handouts

Excel

- The Excel Screen
- Moving Around a Workbook
- Cells, Rows and Columns
- Entering Data
- Editing Data
- Deleting Data
- Number Formats
- Date Formats
- Formatting Font
- Formatting Cell Backgrounds
- Using AutoSum
- Creating a Series
- Auto Complete
- Moving and Copying Data
- Adding Sheets
- Renaming Sheets
- Creating a Basic Chart
- Basic Chart Formatting
- Page Setup
- Printing Worksheets
- Printing Charts
- Saving and Closing Workbooks
- Opening Workbooks

Questions and Problem Solving

Time will be available at the end for any questions, or solving problems delegates have experienced