

Microsoft Office

Introduction – Two or Three Days

DAY ONE

Overview of the Office Suite

Microsoft Word

Word Basics

Entering text

Formatting text

Inserting pictures, images or clip art

Using styles

Using Word art and draw tools

Inserting header/footers

Automatic numbering

Default document setup

Changing margins

Master pages

Using the Clipboard

Copy & paste between applications

Using OLE (Object linking & embedding)

File Management

Open, close and save a file

The Toolbar

Customising & adding to the Toolbar

Mail Merge & Generating Labels

Creating a mail merge document

Generate labels from merged data

Indexes & Table of Contents

Creating cross references

Printing

Page Setup, page preview & print options

DAY TWO

Microsoft Excel

The Excel Environment

Excel Worksheets

Columns & rows/cell references

Moving, inserting rows/columns

Input & edit data

Entering formulas

Worksheet formatting

File Management

Opening, saving and closing

Printing

Print areas/selections

Discussion Session

DAY TWO (continued)

Excel functions

Useful formulas & functions

Add, subtract, divide, multiply & sum

Excel Charts

Types of charts & the Chart Wizard

The charting toolbar

Creating & formatting a chart

Adding text & changing colours

Customising Excel

DAY THREE

Microsoft PowerPoint

PowerPoint concepts

PowerPoint views

Powerpoint masters

File Management

Open, close and save a file

Working with Text

Using outline view

Importing text

Formatting using styles

Working with Objects

Adding line and fill attributes

Changing shapes

Adding text to an object

Inserting files, pictures

Using Organisation Charts

Importing Pictures and Graphics

Preparing Slides

Preparing Slide Show

Slide show effects

Animation and transitions

Adding video clips & sound files

Preparing Speaker Handouts

Printing

Print options

PowerPoint Player

Distributing for playback

Office Keyboard Shortcuts

Overview of Suite & Other Possibilities

Discussion Session

computer graphics training

On this course participants will learn all the primary and most useful features of Word and how to get the most from this powerful but sometimes under utilised software. We will cover useful interactions between each office application, such as importing excel data, merging documents and incorporating graphics from other programs. PowerPoint and Excel will be covered, and we can also include an overview of useful features in Outlook (Entourage Mac), Outlook Express and the other peripheral office add-ons.

The course is totally interactive "workshop style" and delegates are encouraged to bring with them examples of the type of documents they will need to produce.

At the end of the course, you will be proficient in producing documents and presentations that will meet the most exacting demands.

Rates include lunch & refreshments, notes and free post-training support.

Recommended duration: 2 or 3 Days

Pre-requisites: It is assumed that participants have a working knowledge of Windows or Apple OSX.

Who Should Attend?

Anyone wishing to become proficient or learn more about the entire suite of applications.

Complimentary Courses:

Powerful Presentations

Microsoft Access

Using Excel for Record Keeping

Scanning & Importing images

Digital Photography

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