

MICROSOFT OFFICE BASIC (REF:OTSMOB001)

Duration: 5 DAYS

Course Introduction:

MS Office application is the most used application in the world. This course is designed to provide the participants with the Fundamental features in each application in MS Office, and help them to handle data and transfer it between these applications

Course Objectives:

After completing these **5 days** course participant will be able to:

- Handle Fundamental Excel features
- Handle widely used word features
- Handle widely used PowerPoint features

Who should attend?

- Everyone involved in Using MS Applications in his work.

Course Outline:

Day 1 & 2

MS Word Fundamental

- MS Office Introduction
- Starting Word and Exploring the Word Environment
- Exploring Toolbars and Menus
- Moving Through Documents
- Creating and Saving Documents
- Working with Document Properties
- Selecting text
- Editing Documents
- Using Automatic Text Features
- Overview of Automatic Text Features
- Inserting Date and Time Fields
- Using AutoComplete and AutoText
- Using AutoCorrect
- Printing Documents
- Previewing and Printing Documents
- Formatting Text
- Using the Formatting Ribbon
- Using the Font Dialog Box
- Using the Format Painter
- Using the Styles and Formatting
- Specifying the Format of Pasted Text
- Highlighting Text
- Formatting Paragraphs
- Using Tabs
- Indenting Paragraphs
- Applying Borders and Shading to Paragraphs



- Creating Bulleted, Numbered and Outlined Lists
- Formatting Document Pages
- Using Header & Footer
- Setting Page Margins
- Aligning Text Vertically
- Changing Page Orientation
- Adding Page Borders
- Using Document Backgrounds
- Applying Themes to Documents
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Day 3

MS Excel Fundamental

- Using the Application
- Working with Spreadsheets
- Open, close a spreadsheet application. Open, close spreadsheets.
- Create a new spreadsheet based on default template.
- Save a spreadsheet
- Save a spreadsheet as another file type like: template, text file
- Switch between open spreadsheets.
- Set basic options/preferences in the application: user name, default folder
- Open, save spreadsheets.
- Use available Help functions.
- Use magnification/zoom tools.
- Restore, minimize the Ribbon.
- Cells Insert, Select
- Understand that a cell in a worksheet should contain only one element of data
- Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.
- Data Type
- Enter a number, date, text in a cell.

Day 4

Editing & Formatting Worksheet

- Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
- Edit cell content, modify existing cell content.
- Use the undo, redo command.
- Use the search command for specific content in a worksheet.
- Use the replace command for specific content in a worksheet.
- Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.
- Copy, Move, Delete
- Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
- Use the auto fill tool/copy handle tool to copy, increment data entries.
- Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
- Delete cell contents.
- Managing Worksheets
- Rows and Columns
- Select a row, range of adjacent rows, and range of non-adjacent rows.
- Select a column, range of adjacent columns, and range of non-adjacent columns.
- Insert, delete rows and columns.



- Modify column widths, row heights to a specified value, to optimal width or height.
- Freeze, unfreeze row and/or column titles.
- Worksheets
- Switch between worksheets.
- Insert a new worksheet, delete a worksheet.
- Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.
- Copy, move, and rename a worksheet within a spreadsheet.

Calculation in Worksheet

- Formulas and Functions
- Arithmetic Formulas
- Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.
- Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
- Identify and understand standard error values associated with using formulas:
- #NAME?, #DIV/0!, #REF!.
- Understand and use relative, absolute cell referencing in formulas.
- Functions
- Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.

Day 5

MS PowerPoint Fundamental

- Creating Presentations
- Creating Presentations Manually
- Saving Presentations
- Creating Presentations Using Templates
- Displaying Slide Views
- Navigating Presentations
- Modifying Presentations
- Modifying Existing Presentations
- Adding New Slides to an Existing Presentation
- Rearranging, Copying and Deleting Slides
- Modifying Text
- Checking Spelling
- Using Spelling-Checker Options
- Importing Text from Microsoft Word
- Formatting Text
- Inserting and Modifying Objects
- Introduction to Objects
- Drawing and Modifying Objects
- Inserting and Modifying AutoShapes
- Inserting and Modifying Text Boxes
- Inserting and Modifying Diagrams
- Inserting and Modifying WordArt
- Inserting and Modifying Clip Art
- Inserting and Modifying Organization Charts
- Creating and Inserting Charts, Tables and Multimedia Elements
- Charts, Tables and Multimedia Elements

