

## Introduction to Word Processing with Microsoft word

**Method:** Instructor-led Learning

**Duration:** 13 Hrs

**About This Course:**

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

**Prerequisites:**

Introduction to Computers

Introduction to Operating Systems

**Course Objectives:**

On successful completion of this course, students will be able to: - create a basic document by using Microsoft Word. - edit documents by locating and modifying text. - format text. - format paragraphs. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. - proof documents to make them more accurate.

**Contents:**

**Lesson 1:** Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

**Lesson 2:** Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

**Lesson 3:** Formatting Text

- Change Font Appearance
- Highlight Text

**Lesson 4:** Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

**Lesson 5:** Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

**Lesson 6:** Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

**Lesson 7: Controlling Page Appearance**

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

**Lesson 8: Proofing a Document**

- Check Spelling, Grammar and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options

**Introduction to Spreadsheets with Microsoft Excel**

**Method:** Instructor-led Learning

**Duration:** 13 Hrs

**About This Course:**

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

**Course Objectives:**

Upon successful completion of this course, students will be able to: - Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet. - Perform calculations. - Modify a worksheet. - Format a worksheet. - Print workbook contents. - Manage large workbooks.

**Contents:****Lesson 1: Creating a Basic Worksheet**

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

**Lesson 2: Performing Calculations**

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

**Lesson 3: Modifying a Worksheet**

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

**Lesson 4: Formatting a Worksheet**

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

**Lesson 5: Printing Workbook Contents**

- Print Workbook Contents Using Default Print Options
- Set Print Options

Set Page Breaks

**Lesson 6: Managing Large Workbooks**

Format Worksheet Tabs  
Manage Worksheets in a Workbook  
Manage the View of Large Worksheets

**Introduction to Presentations with Microsoft Power Point**

**Method:** Instructor-led Learning

**Duration:** 13Hrs

**About This Course:**

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

**Course Objectives:**

Upon successful completion of this course, students will be able to: - get started with PowerPoint. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify objects on slides. - add tables to a presentation. - add charts to a presentation. - prepare to deliver a presentation.

**Contents:**

**Lesson 1: Getting Started with PowerPoint**

Explore the User Interface  
Navigate and View a Presentation  
Use Microsoft PowerPoint Help  
Enter Text  
Save a Presentation

**Lesson 2: Creating a Presentation**

Create a Presentation  
Edit Text  
Add Slides to a Presentation  
Arrange Slides  
Work with Themes

**Lesson 3: Formatting Text on Slides**

Apply Character Formats  
Apply Paragraph Formats  
Format Text Placeholders

**Lesson 4: Adding Graphical Objects to a Presentation**

Insert Clip Art and Pictures  
Draw Shapes  
Insert WordArt

**Lesson 5: Modifying Objects**

Work with Objects  
Change Object Orientation  
Format Objects  
Group and Ungroup Objects  
Arrange Objects

**Lesson 6:** Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

**Lesson 7:** Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

**Lesson 8:** Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation