

Microsoft Office Essentials

Theory and Practical
1 Day



Content Outline

Topics for discussion

ACUDEMY

- 01 Course Overview
- 02 Course Content
- 03 Awarded By
- 04 Financial Options



Course Overview

Microsoft Office has a lot of tools, but they can be hard to find. The goal of this course is to teach you how to be efficient in the office's different programs and to give you a few tips that will help you save time while using Outlook, MS Excel and Word.



Course Content



Word

- Creating Documents, Saving and Opening Documents
- Working with Text and Paragraphs
- Formatting Text
- Format Painter – learn how to copy the formats
- Undo and Redo
- Page Breaks
- Headers and Footers
- Cut, Copy and Paste (within documents and to external packages)

Excel

- Overview of Excel screen
- Entering text, numbers and Dates
- Working with the Home Ribbon to format
- Creating Formulas – Add, Subtract, Multiply, Divide
- AutoSum
- AutoFill
- Editing Spreadsheets (Sizing, Inserting and Deleting Rows, Columns, Cells)
- Working with Worksheet Tabs
- Printing

Outlook

- Sending, Replying and Forwarding Emails
- Flagging Emails
- Working with Attachments
- Email Management
- Searching Emails
- Creating Contacts
- Working with the Calendar

What are the Course Requirements?

Delegates will need to be familiar with using personal computers and should have experience using a keyboard and mouse. We would expect delegates to know how to: launch and close applications, navigate, save and open files. Delegates should have a knowledge about excel.





Awarded by

Course Completion Certificate
awarded by Acudemy.

ARE ANY FINANCIAL OPTIONS PROVIDED?

- 0% Interest Free payments available.



Questions or comments?

Get in touch!

Phone Number

020 3907 9029

Email Address

info@acudemy.com

Website

www.acudemy.com

