



Microsoft Office  
(Essentials - Introduction)





# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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## Duration:

1 Full Day

## Who should attend:

Ideal for a person with limited knowledge of Microsoft Word, Excel and PowerPoint and seeking to become familiar with the basics of these applications. At the conclusion of this course participants should be able to understand the basics of the software packages with the capacity to apply this knowledge in their personal and professional lives.

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment but not essential.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of other Microsoft products. Envisage Training's basic, intermediate and advanced courses will provide you with the training needed to give you every advantage.

# Topics Covered:

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## Course Description

Get more from the Microsoft Office suite of applications in this fully, hands on activity based workshop. Pick up fabulous new tips and tricks for Word, Excel and PowerPoint that can be immediately applied in the work environment.

## Content

- Bullets and Numbering
- Drop Cap
- Tables
- Format painter
- AutoCorrect and Autotext
- Inserting and Editing Pictures
- Inserting a Hyperlink
- Highlighting
- Inserting Diagrams
- Text Boxes and Drawing
- Mail Merge
- Mail Merge – Envelope Exercise
- Styles and Formatting
- Styles exercise
- Inserting Symbols
- Using Templates
- Templates exercise
- Extension Activities
- Microsoft Excel 2002
- Introduction
- Basic Formatting Using the Mouse
- Format Painter
- Toolbars
- Formatting Cells
- Fill Techniques
- Constructing Formulas
- Some Error Codes
- Auto Sum Command
- Function Wizard (fx)
- If Function
- Cell Addresses
- Sorting
- Creating a Chart using the Chart Wizard
- Printing
- Useful Keystrokes
- Introduction to PowerPoint 2002
- Views and Getting Started
- Activity
- Starting and Formatting Text
- Background and Design
- Slide Layout
- Adding ClipArt
- Inserting Diagrams
- Tables
- Inserting a Media Clip
- Organization Chart
- Adding a Chart
- Animations & Transitions