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Introduction to Microsoft Office Course Outline

Section 1 - Fun with Windows

- Starting Windows XP
- The Desktop
- Desktop Icons
- Taskbar
- Start Menu
- Launch Applications
- Mouse Actions
- File Management with My Computer
- Recycle Bin
- Help and Shut Down

Section 2 - Manage Drives/Files

- Windows Explorer
- View an Object
- Create a Folder
- Copy/Move Files
- View Menu
- Delete Files/Folders
- Recycle Bin
- Rename Files
- Shortcut Icons

Section 3 - Working with Accessories

- Start Accessories Applications
- Screen Elements
- Manage Multiple Windows
- Switch between Applications
- Arrange Windows
- Close a Window
- Menu Operation

Section 4 - Word Processing

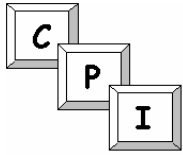
- Start Microsoft Word
- Word Screen Elements
- Pull-Down Menus
- Create a Document
- Save a Document
- Navigate in a Document
- Close a File
- Open a File
- Save with a New Name
- Insert and Delete Text
- Use Undo
- Preview the Document
- Print the Document
- Help
- Exit Word

Section 5 - Formatting Documents

- Selecting Text
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Spell/Grammar Check
- Use the Thesaurus
- Page Numbers
- Copy and Paste

Section 6 - Pictures and Clipart

- Inserting Clipart
- The Picture Toolbar
- Move/Size a Picture
- Duplicate a Picture
- Delete a Picture
- Insert Digital Pictures
- Drawing Toolbar
- Text Boxes



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Section 7 - Spreadsheet Basics

- Starting Microsoft Excel
- Screen Elements
- Spreadsheet Navigation
- Entering Data
- Editing Data
- Save a File
- Format Numbers
- Preview a Spreadsheet
- Page Setup Options
- Print a Spreadsheet
- Close a Workbook
- Open a Workbook
- Switch Among Workbooks
- Exit Excel

Section 8 - Use Formulas & Functions

- The Formula Bar
- Create Simple Formulas
 - Addition
 - Addition Using Point
- Arithmetic Operators
 - Subtraction
- Use Built-in Functions
 - Sum Function
 - Average Function
 - Creating Functions
 - AutoSum Feature

Section 9 - Charting Data

- Elements of a Chart
- Embedded Chart
- Chart Sheet
- Create an Embedded Chart
- Move a Chart
- Create a Chart Sheet
- Chart Toolbar
- Add Chart Text
- Add Data Labels
- Format Chart Elements

Section 10 - PowerPoint Basics

- PowerPoint Terminology
- Starting PowerPoint
- Slide Layouts in Task Pane
- Add a Title Slide
- Add a New Slide
- Save a Presentation
- Add a Design Template
- Slide Views
- Navigate through the Slides

Section 11 - Edit a Presentation

- Open a Presentation
- Add a Text Box
- Work with Title & Text Layout
- Promote/Demote Text
- Use Outline View
- Slide Sorter View
- Rearrange Slides

Section 12 - Final Touches

- Apply Transition Effects
- Create Text Animation
- Set Up the Slide Show
- Spell Check the Presentation
- Print Audience Handouts