

Microsoft Office IT Skills – Course Guide

These interactive, simulation driven courses provides all staff, irrespective of their IT skills, with a comprehensive, easy to use suite of learning resources for a broad range of end-user IT applications. Each course module will take approximately 30 minutes to complete.

Microsoft Excel Course Modules

Beginner

- Introducing Excel
- Working With Ranges
- Screen Components
- Proofing Tools
- Printing

- Page Setup Options
- Page Breaks and Previewing
- Open and Save Workbooks
- Navigating Workbooks

- Move and Copy Data
- Formulas and Functions
- Formatting Data
- Creating Workbooks

Intermediate

- Worksheets and Email
- Worksheet Design
- Using functions
- Splitting, Freezing and Hiding

- Relative and Absolute References
- Formatting Menu Options
- Formatting Charts
- Creating Charts

- Creating a Web Page
- Additional Formatting Features
- 3D Workbooks

Microsoft Outlook Course Modules

Beginner

- Introducing Outlook
- Working with Existing Messages
- The Contacts List
- Screen Components
- Printing

- Message Handling Tools
- Folders
- Existing Tasks
- Entering Appointments
- Creating Tasks

- Creating and Sending Messages
- Address Books
- Adding Contacts

Intermediate

- Intermediate
- Working with Notes
- Working with Folders
- Viewing and Arranging Items
- The Journal
- Stationary and Templates

- Signatures
- Planning Meetings
- Outlook Views
- Multiple Calendars
- Finding Items
- Delegating and Auto Create

- Custom Tools
- Contact Tools
- Archiving Folders
- Adding Events

Microsoft PowerPoint Course Modules

Beginner

Introducing PowerPoint
View Buttons
Slide View
Slide Layout

Screen Components
Outline View
Opening Saving and Closing
Editing Presentations

Creating Presentations
Arranging Slides

Intermediate

Working with Slide Shows
Templates
Tables
Speaker Notes and Hand-out

Proofing and Printing
Media Tools
Headers and Footers
Drawing Tools

Creating Charts
Animations

Microsoft Word Course Modules

Beginner

Introducing PowerPoint
View Buttons
Slide View
Slide Layout

Screen Components
Outline View
Opening Saving and Closing
Editing Presentations

Creating Presentations
Arranging Slides

Intermediate

Working with Styles
Working with Columns
Watermarks
Templates
Smart Art

Proofing Tools
Printing Documents
Outlining Documents
Macros
Formatting With Tabs

Envelopes and Labels
Drawing Tools
Border and WordArt
Automated Formatting
Auto Correct



Windows 10

All Users

Navigating the start menu
Explore desktops and tasks
Utilising Windows
Introducing Microsoft Edge
Meet Cortana