

COURSE CONTENT

MICROSOFT OFFICE APPLICATIONS



INTRODUCTION TO WINDOWS

- Fundamentals of Computer
- Computer Architecture
- Input Devices / Output Devices
- Storage Devices
- Central Processing Unit (CPU)
- System Softwares
- Application Softwares
- History of Microsoft Windows
- Working with Windows Explorer
- Aero Features
- Windows Search
- Task Bar
- Personalization
- Libraries
- Cortana / Copilot on Desktop
- Multitasking



MS WORD

- Creating and Opening Documents
- Format Text
- How to Save Documents
- Auto Recover
- Page Layout and Formatting
- Checking Spelling and Grammar
- Find and Replace Text
- Working with Headers and Footers
- Creating and Opening Document
- Format Text
- How to Save Documents
- Auto Recover
- Symbols and Special Characters
- Illustrations, Pictures, and SmartArt
- Table of Contents
- Track Changes
- Document Security



MS EXCEL

- Starting a Workbook
- How to work with Excel
- Formatting Text
- Creating Simple Formulas
- How to Copy / Move
- Absolute / Relative Reference
- Excel's Different Functions
- Working with Charts
- IF / AND / OR Conditions
- Sorting
- Grouping Cells Using the Subtotal
- Filtering Cells
- Advanced Filter
- Database Management Functions
- Conditional Formatting
- Pivot Tables / Chart



MS POWERPOINT

- Changing PowerPoint views
- Creating a New Presentation
- Inserting a New Slide
- Use Different Slide Layouts
- Slide Contents
- Using Themes
- Applying a Theme to a Presentation
- Insert Date and Time / Slide Numbers
- Adding Slide Transitions
- How to Apply the Animations
- Set Timing for a Slide Show
- Setup Slide Show



MS ACCESS

- Creating Tables
- Data Types in Access
- Add Edit Data
- Using Navigation Pane
- Queries
- Forms
- Reports
- Creating Table Relationships
- Switch Board Manager



INTERNET & EMAIL

- History of Internet
- How Internet Works
- How to Choose an ISP
- Web Browsers and Search Engines
- Use Internet to Find
- Advanced Search using Google
- Using Emails