

## **MS OFFICE BASIC COURSE CONTENTS**

### ***MS Word 2003-Basic***

#### **Learning outcomes:**

At the end of the course the participant will

- ✓ Understand a Word Processor
- ✓ Create, Edit and Format documents
- ✓ Work with Tables, Import and Export data between Files
- ✓ Proofing a Document
- ✓ Save, Protect and Print documents

#### **Course Contents**

- Introduction
- What is a Word Processor
- Benefits and Advantages
- Applications of a Word Processor
- Working with a Word Processor
- Creating a Document
- Opening and Saving a File
- Edit a Word Document using Cut, Copy, Paste
- Using the Formatting Features like Modify Font, Paragraph Alignment,
- Indenting and Line Spacing, Drop Cap, Tabs, Bullets and Numbering
- Create Page Breaks , Headers and Footers
- Use Text and Language Tools such as Auto Correct, Auto Text, Change Case
- Spelling & Grammar, Thesaurus, Find & Replace Text
- Work with Tables - Create and Modify, Format, Add Calculations
- Importing and Exporting data between files
- Working with different parts of the document simultaneously using Split Windows, Arrange Windows
- Printing a Document - Using the Print Options, Print Preview, Page Setup

### ***MS Excel 2003-Basic***

#### **Learning outcomes:**

At the end of the course the participant will

- ✓ Understand a Spreadsheet
- ✓ Create, Edit and Format Worksheet
- ✓ Work with Charts

- ✓ Performing basic Calculations
- ✓ Print Spreadsheet

**Course Contents:**

- Introduction
- What is a Spreadsheet
- Features, Advantages, applications and parts
- Working with a spreadsheet
  - Create Workbooks and Worksheets
  - Recognize the Worksheet components
- Editing and Formatting a Worksheet
  - Work with Numbers
    - Create and Edit Formulas
    - Format Numbers
  - Modify the Worksheet Layout
    - Column Width and Row Height
    - Insert and Delete Columns, Rows and Cells
    - Move and Copy Cell Contents
- Working with Charts
  - Use different Chart Types
    - Pie
    - Line
    - Column & Bar
  - Edit and Format Charts
    - Move, Size and Print
    - Add & Delete Data Series
    - Format Charts
  - Use Excel's in-built Formatting Features
  - Using Excel's basic Auto sum calculation feature
  - Use Conditional Formatting
- Printing a Worksheet
  - Preview the Layout
  - Change Page & Sheet Settings
  - Print Settings

***MS PowerPoint 2003-Basic***

**Learning outcomes:**

At the end of the course the participant will

- ✓ Create effective presentations
- ✓ Apply Designs to Enhance the looks of the Presentation
- ✓ Print a Presentation

**Course Contents:**

- ❑ Introduction
- ❑ What is a Presentation Graphics
- ❑ Salient Features of a Presentation Graphics Package
- ❑ How to make effective Presentations
  - Selecting a proper slide format
    - Create a Presentation Slide using
      - Auto Content Wizard
      - Design Templates and Blank Presentations
      - Existing Presentations
    - Use the different views of a slide
      - Normal View
      - Outline View
      - Slide View
      - Slide Sorter View
    - Apply Bullets and Numbering
      - Work with Text in a slide
      - Arrange text at different levels
      - Apply bullets and numbering
  - Applying Designs to enhance the look of a Presentation
    - Work with the Slide Master
      - Format the Slide design
      - Format the Text in a slide
  - Printing a Presentation in PowerPoint