

**Student Name:**  
**Staff Name:**

**Start Date:**  
**End Date:**

# MS Office 2013 – Course Syllabus

## MS Word 2013 | Duration: 8 Hours

Topics	IN	OUT	Student Sign	Staff Sign
<b>Basics of a Document</b>				
Starting a new document				
<b>Home tab:</b> Cut, Copy, Paste, Format, Formatting Painter				
<b>Home tab:</b> Find, Replace				
<b>Home tab:</b> Formatting text				
<b>Home tab:</b> Fill color				
Applying Style				
Using Picture				
Using SmartArt				
<b>Editing / Formatting the Document</b>				
Using WordArt				
TextBox				
Adding Signature				
Wrap Text				
Table				
My Apps				
Setting up the Page				
Page Size				
Columns				
Page Break				
Indent, Spacing, Hyphenation				
Hyperlink				
Viewing / Finalizing the Document				
<b>Reference</b>				
Citation and Bibliography				
Reviewing the Document				
Comments				
Viewing the Document				
<b>Printing / Closing the Document</b>				
Printing the Document				
Saving the Document				
Closing the Document				

## MS Excel 2013 | Duration: 8 Hours

Topics	IN	OUT	Student Sign	Staff Sign
<b>Basics of Creating New Workbook</b>				
Introduction to MS Office				
Entering Data in the Cell				
Inserting Row and Column				
<b>Editing / Formatting a Workbook</b>				
<b>Insert Tab:</b> Tables				
<b>Insert Tab:</b> Pictures				
<b>Insert Tab:</b> Slicer				
<b>Insert Tab:</b> Hyperlink				
<b>Charts</b>				
Column Chart - 2D and 3D				
Bar Chart				
Pie Chart				
Scatter Chart				
Combo Chart				
Line Chart				
Sort and Filter				
<b>Data Tab</b>				
Flash Fill 2013				
Data Validation				
Remove Duplicates				
Page Layout				
Formulas				
Review: Spelling, Research, Thesaurus				
Review: Comment				
View Option				
Freeze Pane				
<b>Printing / Saving a Workbook</b>				
Saving the Workbook				
Recovering the Unsaved Workbook				
Closing the Workbook				

## MS PowerPoint 2013 | Duration: 8 Hours

Topics	IN	OUT	Student Sign	Staff Sign
<b>Create a Basic Presentation</b>				
Introduction about PowerPoint 2013				
The Quick Access Toolbar				
Opening an Existing Presentation				
Slides				
Formatting the Text				
<b>Editing</b>				
<b>Insert:</b> Table				
<b>Insert:</b> Text				
Adding Rows and Columns				
Designing the Tables				
Using Picture to the Slide				

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