Microsoft Office 2013
Course Outline

INFORMATION TECHNOLOGY

- What is Information Technology
- What is Computer
- History of Computer
- Computer Memory
- Data and Storage Devices

Computer Hardware and Software

- What is Hardware
- Software and Types

Input / Output and Storage Devices

- Using Input Devices
- Using Output Devices

INTRODUCTION TO WINDOWS 8

- What is Operating System
- Windows History
- Windows Environment
- A First Look at the Windows Desktop
- Windows Taskbar

USING MS PAINT

- Create a File
- Save a File
- Open a File
- Working with tools
- Using Basic Shortcuts

CUSTOMIZING THE WINDOWS DESKTOP

- Using Icons & Shortcuts
- Customizing Backgrounds & Window Appearance
- Customizing Screensavers & Icons
- Changing Screen Resolution

ACCESSING THE START MENU

- Using Start Menu Option
- Customizing the Start Menu
- Finding Programs, Files & Settings

WORKING WITH FILE AND FOLDERS

- Rename a File or Folder
- Delete a File or Folder
- Move or Copy a File or Folder
- Search a File or Folder

Microsoft Office 2013
MICROSOFT WORD

- Word Processing Basic
- Features of MS Word
- Typing and Inserting Text
- Selecting or Deleting Text
- Undo or Formatting TAB
- Format Painter
- Find and Replace
- Page Setting
- Illustration, Picture, Shapes, SmartArt, Screenshot

- Paragraph Attributers
- Moving, Copying and Pasting Text
- Columns
- Drop Caps
- Change Case

- Create Table
- Table Design View

- □ Table Layout

- Link
- Hyperlink
- Bookmark

- Comments
- Header & Footers
- Text
- Symbols

- Table of Content
- Footnotes
- Mail Merge

- Design Tab
- Page Setup & Printing

- Review Tab
- View Tab

MICROSOFT EXCEL

INTRODUCTION TO MS EXCEL 2013
- Introducing Excel
- Recognizing Interface Features Unique to Excel
- Understanding Workbook Structure
- Navigating through Workbooks
- Making Workbook Selections

MANAGING WORKBOOK STRUCTURE
- Modifying Workbook & Worksheet Structure
- Resizing Worksheet Elements
- Hiding Workbook Component □ Workbook Protection

WORKING WITH FORMULAS
- Excel Calculations
- Entering Formulas
- Formula Auditing

WORKING WITH GRAPHICS
- Adding Clip Art
- Add an Image From a file
- Image Adjustment

WORKING WITH HYPERLINK
- Using Bookmark
- External Link

CUSTOMIZING EXCEL
- Customize Tabs
- Recording a Macro
- Running a Macro

THE BASICS OF DATA
- Entering Text
- Entering Dates & Numbers
- Editing Cell Entries
- Copying & Moving Data
- Filling a Series

FORMATTING CELLS
- Applying Basic Formatting
- Formatting Numbers
- Exploring the Format Cells Dialog Box
- Creating & Applying Cell Styles
- Conditional Formatting

THE BASICS OF FUNCTIONS
- Using Basic Functions
- Controlling Calculation Options
- Linking Worksheets

WORKING WITH CHART
- Creating Charts
- Modifying Chart Design

Working with Chart Layout & Format

SORTING, FILTRATION AND VALIDATION
- Sorting Data
- Filtering Data
- Data Validation

PREPARING FILES FOR DISTRIBUTION
- Print Area, Print Titles & Sheet Options
- Renaming Sheets & Adding Headers/Footers
- Printing Worksheets

MICROSOFT POWERPOINT

INTRODUCTION TO POWERPOINT 2013
- Exploring the PowerPoint Interface
- Views, Navigation & Keyboard Shortcut
- Setting Options & Saving Files

- PowerPoint Design Essentials
- Setting Up a New File
- Changing Backgrounds
- Placeholders & Bullets
- Adjusting Placeholders
- Adding Headers & Footers
- Saving PowerPoint Templates

INTERNET & EMAIL

INTRODUCTION TO INTERNET
- What is Internet
- History of Internet
- Advantages of Internet
- What is a Web Technology
- World Wide Web

E-MAIL SYSTEM AND ITS WORKING
- E-Mail Registration
- Check a Mail
- Compose a Mail
- Attachments

Web Server and Web Pages
- URL and Domain Names
- Internet Service Provider
- What is WEB Browsers
- Downloading & Uploading