Institute of Information and Communication Technology (IICT)

Shahjalal University of Science and Technology, Sylhet



Foundational Skills Training <u>Course Outline</u> <u>Smart Office Management</u>

MS WORD

Module 1: Text Basics, Text Formatting and saving file

Typing the text, Alignment of text

Editing Text: Cut, Copy, Paste, Select All, Clear

Find & Replace

New, Open, Close, Save, Save As

Formatting Text: Font Size, Font Style

Font Color, Use the Bold, Italic, and Underline

Change the Text Case

Line spacing, Paragraph spacing

Shading text and paragraph

Working with Tabs and Indents

Module 2: Working with Objectsbullets and numbered lists

Shapes, Clipart and Picture, Word Art, Smart Art

Columns and Orderings - To Add Columns to a

Document

Change the Order of Objects

Page Number, Date & Time

Inserting Text boxes

Inserting Word art

Inserting symbols

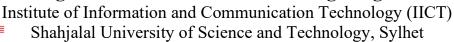
Inserting Chart

Multilevel numbering and Bulleting

Creating List

Customizing List style

Page bordering





Module 3: Header & Footers, Tables

Inserting custom Header and Footer
Inserting objects in the header and footer
Add section break to a document
Working with Tables, Table Formatting
Table Styles
Alignment option
Merge and split option

Module 4: Styles and Content, Merging Documents

Using Build- in Styles, Modifying Styles
Creating Styles, Creating a list style
Table of contents and references
Adding internal references
Adding a Footnote
Adding Endnote
Typing new address list

Importing address list from Excel file

Write and insert field

Merging with outlook contact

Preview Result

Merging to envelopes

Merging to label

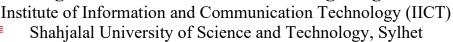
Setting rules for merges

Finish & Merge options

Module 5: Sharing and Maintaining, Proofing the document, Printing

Document

Changing Word Options
Changing the Proofing Tools
Managing Templates
Restricting Document Access





Using Protected View
Working with Templates
Managing Templates
Understanding building blocks
Check Spelling As You Type.
Mark Grammar Errors As You Type.
Setting AutoCorrect Options
Page Setup, Setting margins
Print Preview, Print

Microsoft Excel

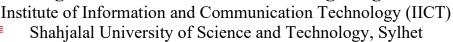
Module 6: Introduction to Excel, Formatting excel work book:

- · Introduction to Excel interface
- · Understanding rows and columns, Naming Cells
- · Working with excel workbook and sheets
- · New, Open, Close, Save, Save As
- · Formatting Text: Font Size, Font Style
- · Font Color, Use the Bold, Italic, and Underline
- · Wrap text, Merge and Centre
- · Currency, Accounting and other formats
- · Modifying Columns, Rows & Cells

Module 7: Perform Calculations with Functions

- · Creating Simple Formulas
- · Setting up your own formula
- · Date and Time Functions, Financial Functions
- · Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- · Statistical Functions, Text Functions.

Module 8: Sort and Filter Data with Excel





- · Sort and filtering data
- · Using number filter, Text filter
- · Custom filtering
- · Removing filters from columns
- ·Conditional formatting

Module 9: Create Effective Charts to Present Data Visually

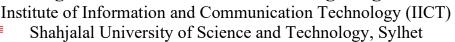
- · Inserting Column, Pie chart etc.
- · Create an effective chart with Chart Tool
- · Design, Format, and Layout options
- · Adding chart title
- · Changing layouts
- · Chart styles
- · Editing chart data range
- · Editing data series
- · Changing chart

Module 10: Analyze Data Using PivotTables and Pivot Charts

- · Understand PivotTables, Create a PivotTable
- · Framework Using the PivotTable and PivotChart
- · Create Pivot Chart from pivot Table.
- · Inserting slicer
- · Creating Calculated fields

Module 11: Protecting and Sharing the work bookUse Macros to Automate Tasks

- · Protecting a workbook with a password
- · Allow user to edit ranges
- · Track changes
- · Working with Comments
- · Insert Excel Objects and Charts in Word Document and Power point Presentation.
- · Creating and Recording Macros
- · Assigning Macros to the work sheets
- · Saving Macro enabled workbook





Module 12: Proofing and Printing

- · Page setup, Setting print area, Print titles
- · Inserting custom Header and Footer
- · Inserting objects in the header and footer
- · Page Setup, Setting margins, Print Preview, Print
- · Enable back ground error checking
- · Setting AutoCorrect Options

MS POWERPOINT

Module 13: Setting Up PowerPoint Environment:

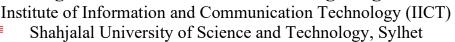
- · New, Open, Close, Save, Save As
- · Typing the text, Alignment of text
- · Formatting Text: Font Size, Font Style
- · Font Color, Use the Bold, Italic, and Underline
- · Cut, Copy, Paste, Select All, Clear text
- · Find & Replace
- · Working with Tabs and Indents

Module 14: Creating slides and applying themes

- · Inserting new slide
- · Changing layout of slides
- · Duplicating slides
- · Copying and pasting slide
- · Applying themes to the slide layout
- · Changing theme color
- · Slide background
- · Formatting slide background
- · Using slide views

Module 15: Working with bullets and numbering

- · Multilevel numbering and Bulleting
- · Creating List
- · Page bordering
- · Page background
- · Aligning text
- · Text directions
- · Columns option





Module 16: Working with Objects

- · Shapes, Clipart and Picture, Word Art, Smart Art
- · Change the Order of Objects
- · Inserting slide header and footer
- · Inserting Text boxes
- · Inserting shapes, using quick styles
- · Inserting Word art
- · Inserting symbols
- · Inserting Chart

Module 17: Hyperlinks and Action Buttons, Working With Movies and Sounds

- · Inserting Hyperlinks and Action Buttons
- · Edit Hyperlinks and Action Button
- Word Art and Shapes
- Inserting Movie From a Computer File
 - · Inserting Audio file
 - · Audio Video playback and format options
 - · Video options, Adjust options
 - · Reshaping and bordering Video

Module 18: Using SmartArt and Tables, Animation and Slide Transition

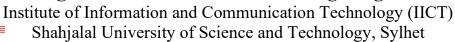
- · Working with Tables, Table Formatting
- · Table Styles
- · Alignment option
- · Merge and split option
- · Converting text to smart art

Default Animation, Custom Animation

- · Modify a Default or Custom Animation
- · Reorder Animation Using Transitions
- · Apply a Slide Transition, Modifying a
- · Transition, Advancing to the Next Slide

Module 19: Using slide Master, Slide show option

- · Using slide master
- · Inserting layout option
- · Creating custom layout
- · Inserting place holders
- · Formatting place holders





- Start slide show
 - · Start show from the current slide
 - · Rehearse timing
 - · Creating custom slide show

Module 20: Proofing and Printing

- · Check Spelling As You Type
- · Setting AutoCorrect Options
- · Save as video
- · Save as JPEG files
- · Save as PowerPoint Show file
- Print Preview, Print