

DURATION: 4 days**CODE:** SOL\OFF\SD13**COURSE OBJECTIVE**

After completing the training the participants will be able to:

- Introduce users to Microsoft Office Word 2013 and the Word workspace.
- Use the tools and features
- Presented through the
- Microsoft Office Word 2013 to create nice formatted documents, and handling mass mailings.
- Create and manage Document.
- Enter and edit text in a document.
- Find and replace text.
- Apply character and Paragraph formatting.
- Spell and grammar check a document and use the Thesaurus.
- Formatting pages.
- Preview and print documents
- Create and work with workbooks and worksheets.
- Understand various types of data and how to enter them.
- Format data and worksheets.
- Edit spreadsheets.
- Create and edit formulas.
- Use some of Excel statistical functions.
- Use named cells and ranges in formulas.
- Set up and print worksheets
- Understand and apply slide layout.
- Understand and apply backgrounds

MICROSOFT OFFICE 2013 STANDARD**INTRODUCTION**

This all-in-one training course provides comprehensive instruction on four popular Microsoft Office programs: MS Word 2013, MS Excel 2013, MS PowerPoint 2013 and MS Outlook 2013. This course focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

COURSE OUTLINE**Microsoft Word****Managing Document**

- Using Save and Open Command
- Close a Document
- Switch Between Open Documents
- Protected Documents

Viewing and Editing Text in Word

- Navigating Your Document
- Editing Text
- Replacing Text
- Move or Copy Text
- Insert a Symbol
- Add Comments to a Document

Formatting Font

- Changing Characters Fonts
- Formatting Text with Bold, Italic, Underline, Superscript, and Subscript.
- Change Case
- Copy Formatting using the Format painter

Formatting Paragraphs

- Adjusting Paragraph Line Spacing
- Change Spacing a Paragraph
- Formatting with Tabs
- Add a Paragraph Border
- Apply Formatting Using Styles
- Creating a Bullets or Numbering
- Formatting a List

Formatting Pages

- Changing Page Margin
- Changing Page Orientation
- Creating Headers and Footers
- Add Page Number to a Document
- Add a Page Border

Printing Document

- Printing your Document
- Printing Part of a Document

Microsoft Excel**Workbooks and Worksheets**

- Creating and Opening Workbooks
- Working with Workbooks and Worksheets
- Navigating within a Worksheet
- Navigating the Workbook

Spreadsheet Data

- Entering Data
- Checking the Spelling
- Manipulating Data
- Formatting Columns and Rows
- Formatting with Colors & Patterns
- Applying Borders

Editing Data

- Cutting, Copying, and Pasting
- Inserting and Deleting
- Using Find and Replace

- Adjust paragraph indentations, tab settings, paragraph alignment, and line spacing.
- Format and edit text.
- Apply design template and color scheme.
- Apply animation scheme.
- Draw lines and shapes.
- Add clip arts and pictures.
- Preview and print presentations.
- Run the slide show
- Create and send messages
- Attach files to messages.
- View messages and message attachments.
- Respond to messages.
- Work in the Calendar module
- Work in the Contacts module
- Work in the Task

WHO SHOULD ATTEND

- New or intending users of Microsoft Office 2013 who want to gain a good understanding of how to use the software Microsoft Word in a short space of time.

PRE-REQUISITES

- A Basic knowledge of Windows XP or Windows 7 or Windows 8
- A working knowledge of Personal Computers.

Formulas and Functions

- Entering Formulas
- Entering Functions

Printing

- Using Page Setup
- Printing a Spreadsheet

Microsoft PowerPoint

Presentation and Slides

- Creating and Opening Presentations
- Saving a Presentation
- Managing a Slide

Working with Text

- Adding Text to a Slide
- Formatting Text
- Bullets and Numbering
- Setting Line and Paragraph Spacing

Formatting and Editing Slides

- Working with Slide Layouts
- Format Backgrounds
- Applying Watermark

Using Editing and Proofing Tools

- Finding and Replacing Text
- Using Undo and Redo
- Checking the Spelling

Drawings and Pictures

- Drawing Lines and Shapes
- Using AutoShapes
- Working with Pictures
- Working with SmartArt
- Grouping and Ungrouping Objects

Themes

- Working with Template
- Using the Theme Color
- Remove or Change a Theme

Printing

- Printing a Presentation

Presenting a Presentation

- Running a Slide Show
- Navigating Slide

Microsoft Outlook

Working with Message in Outlook

- Sending E-mail
- Receiving and Reading E-mail
- Replying to a Message
- Sending or Receiving a File
- Formatting E-mail Messages
- Managing Messages with Quick Steps

Organizing with Outlook 2013

- Schedule an Appointment
- Sharing Calendars
- Create additional Calendars
- Scheduling a Meeting
- Managing Your Contacts
- Add Reminders to a Task
- Assigning Tasks
- Tacking Up Notes

Customizing Outlook 2013

- Assign a color category to an E-mail Message
- Managing Your categories
- Searching for Outlook Items
- Printing Outlook Items
- Attaching Items to a Message
- Using Themes and E-mail Stationary
- Adding a Signature
- Recalling a Message

Maintaning E-mail Outlook

- Manage E-mail Messages by Using Rules
- Automatically Reply to E-mail Messages
- Archiving Outlook Items.