DURATION: 4 days
CODE: SOL\OFF\SD13

COURSE OBJECTIVE

After completing the training the participants will be able to:

Microsoft Word

- Switching between open documents
- Protecting a document
- Editing and replacing text
- Insrting a Symbol
- Creating a bullet and number
- Inserting page number
- Find and Replacing data

Micosoft Excel

- Creating and Opening File
- Navigating withing sheet
- Formatting data
- Manipulating data
- Entering formula
- Printing data

Microsoft PowerPoint

- Working with text & object
- Formatting text & object
- Inserting table & charts
- Using animation & transition

Microsoft Outlook

- Working with message
- Managing Outlook

WHO SHOULD ATTEND

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

PRE-REQUISITES

- A Basic knowledge of Windows XP/7/8/10
- A working knowledge of Personal Computers

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, and MS PowerPoint 2013.

COURSE OUTLINE

Microsoft Word

- Managing Document
- Viewing and Editing Text
- Formatting Texts
- Formatting Paragraphs
- Formatting Pages
- Printing Document

Microsoft Excel

- Introduction Excel 2013
- Workbooks and Worksheets
- Spreadsheet Data
- Editing Data
- Formula
- Printing

Microsoft PowerPoint

- Presentation and Slides
- Working with Text
- Formatting and Editing Slides
- Using Editing and Proofing Tools
- Drawing and Pictures
- Themes
- Using Table and Charts
- Special Effects to Presentation
- Printing
- Presenting a Presentation

Microsoft Outlook

- Introduction Outlook 2013
- Working with Message in Outlook
- Organizing with Outlook

Microsoft Partner
Gold Software Asset Management
Gold Volume Licensing
Gold Midmarket Solution Provider

Microsoft Partner
Silver Learning
Silver Desktop
Silver Data Platform
Silver Portals and Collaboration

Autodesk
Authorised Training Center

CERTIPORT

PEARSON
VUE-Authorized
Test Center

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