

## About MICROSOFT OFFICE 2007/2010 Course Contents

### **Duration :3 month's**

#### **Explore Microsoft Word**

- ☞ Working in the user interface
- ☞ Creating, editing text and saving documents.
- ☞ Creating a new blank document
- ☞ Saving the document, saving into a new folder.
- ☞ Compatibility with older versions, viewing documents in different ways. Office clipboard
- ☞ Find and replace text
- ☞ Thesaurus, Mini-translator
- ☞ Correcting spelling and grammatical errors.
- ☞ Spell check, Auto Correct
- ☞ Viewing document statistics
  
- ☞ Inserting saved text, Building Blocks, Create a new building block, Inserting one document into another. Changing the Look of Text
- ☞ Paragraph styles
- ☞ Changing a documents theme
- ☞ Format Painter, font dialog box, highlights text, Clear Formatting, Manually changing the look of paragraphs.
- ☞ Indenting, First Line and hanging indents.
  
- ☞ Paragraph alignment, setting up Tabs.
- ☞ Adjusting line spacing, Paragraph spacing
- ☞ Borders and Shading
- ☞ Customizing bullets and numbering
- ☞ Sorting lists, Formatting text as you type.
- ☞ Inserting a table
- ☞ Inserting and deleting columns and rows.
- ☞ Resizing columns merge cells, Table alignment, and Converting text to table.
- ☞ Performing calculations in tables
- ☞ Formatting tables
- ☞ Inserting pictures, clip art and shapes.
- ☞ Table of Contents
- ☞ About footnote and endnote
- ☞ About page settings
- ☞ Cross-Reference

- ☞ Mail Merge and its uses.
- ☞ Rectify spelling and grammar.
- ☞ Comment, Track Changes
- ☞ All Views and its uses.

### **Explore Microsoft Excel**

- ☞ Introduction to Microsoft Excel
- ☞ About all types of function such as vlookup, hlookup, etc.
- ☞ Conditional formatting
- ☞ About cell merging, text wrapping
- ☞ About fill series
- ☞ Pivot Table, Inserting Chart
- ☞ About Print area and print title
- ☞ Awareness about scale to fit
- ☞ Name Manager, Formula Auditing,
- ☞ Data Sorting, Data Validation
- ☞ Goal seek, Consolidate
- ☞ Use of Subtotal

### **Explore Microsoft Power Point**

- ☞ Introduction to Power point
- ☞ About Slides and its uses
- ☞ How to create presentation
- ☞ Slide designs and their Layout
- ☞ About Animation Scheme.
- ☞ Use of custom animation and Slide Transition Effect.
- ☞ Use of Rehearse Timing
- ☞ Custom Show, Record Show
- ☞ Use of Notes Master and Handouts.
- ☞ About all types of views in Power Point.