

Getting Started with the basics using Word, Excel and Outlook Plus looking after your data Course Outline



Course aims:

This course has been designed for delegates who would like an overview of the office programs and file management.

Pre-requisites:

Delegates should be familiar with the use of the mouse and keyboard.

Who should attend:

Users who need to use and understand the pure basics of the office programs and file management

Duration: 1 day

<p>Microsoft Office Word – 1 hr</p>	<p>Creating, opening, saving, and editing documents. Selecting text, replacing and deleting blocks of text, moving and copying text. Simple formatting of documents. Proofing document using spell check. Preview and printing.</p>
<p>Microsoft Office Excel – 1 hr</p>	<p>Learn how to insert text and dates, insert & delete cells, rows & columns – simple formatting of worksheets. Name sheets. Use Autofill. Learn how to create simple formulae – Autosum to sum rows and columns. Simple printing. Saving worksheets. Create simple charts. Proofing document using spell check</p>
<p>Microsoft Office Outlook – 2 hrs</p>	<p>Communicating with mail messages, creating a message, addressing message, using spell check and sending a message. Checking for new messages & opening messages, closing a message, sorting messages, adding an autosignature. Forwarding and replying to messages, managing messages using folders.</p>
<p>Looking after your files and troubleshooting problems – 1 hr</p>	<p>Navigating in calendar, viewing different calendar formats. Making, editing and moving appointments, changing the time of an appointment, recurring appointments, creating tentative appointments, inserting all day events, deleting appointments, restoring deleted appointments.</p> <p>Working with tasks, creating, selecting and editing a task, making a task recurring, deleting and restoring a task, marking a task complete.</p>
<p>Looking after your files and troubleshooting problems – 1 hr</p>	<p>Creating and renaming folders, moving, copying deleting files & folders, selecting/naming files, copying files onto a CD or memory stick, the recycle bin – restoring deleted files, searching for files. Security issues to be aware of with CDs and memory sticks. General troubleshooting issues with connecting to the internet using wireless networks etc.</p>