



Microsoft Office Word & Excel Combo Course Outline



Course aims:

This 1 day combo course has been designed to extend the delegates knowledge of Excel and Word hopefully fill in those missing bits and pieces. It is aimed primarily at the self taught user.

Pre-requisites:

Delegates should have a working knowledge of Word and Excel and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

Anyone who is a self taught user wanting to refresh or enhance their knowledge of Excel and Word.

Duration: 1 day

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| Microsoft Office Excel Revision of Excel Basics Formulas Functions Grouping Analysing Data – if time permits* Printing Problems Charting – if time permits* | 0.5 day Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts Revision of formula creation, absolute and relative cell referencing Min, Max, Average, Count, CountA, Lower, Upper, Proper Input data into grouped worksheets and linking sheets Sorting, custom sorting, filtering and reporting on the data using the subtotal feature Using page setup, page break preview, row and column titles Charting concepts, formatting, adding or modifying data, legends, charting options, saving and printing, chart location |
| Microsoft Office Word Revision of Word Shortcuts Using Bullets & Numbering Enhance documents using Tables Revision marking* Merging to documents and labels** | 0.5 day Setting defaults, formatting shortcuts, selecting / highlighting text and quick ways to move around documents Multi-level numbering effectively Create, editing and enhance tables using borders and shading. Format tables using Tabs. Split a table and insert table row heading. Using and understanding revision marking in documents Use the mail merge feature – create standard document, create a database of names, merge document together. Set query options. Merge to labels. |
| Note | * optional and if time permits |