

Office Quickstart for Executives

Course Length: 1.0 day

Course Description

This course is aimed at busy executives who don't have the time and don't need to learn Microsoft Office in-depth. The course combines the most popular features of Microsoft Office, and will provide you with the basic concepts required to produce basic professional business documents and manage emails.

Course Objective:

You will create, edit, and enhance standard business documents using Microsoft® Office.

Target Delegates:

Delegates with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Office to create, edit, format, lay out, and print and email standard business documents, complete with tables and graphics.

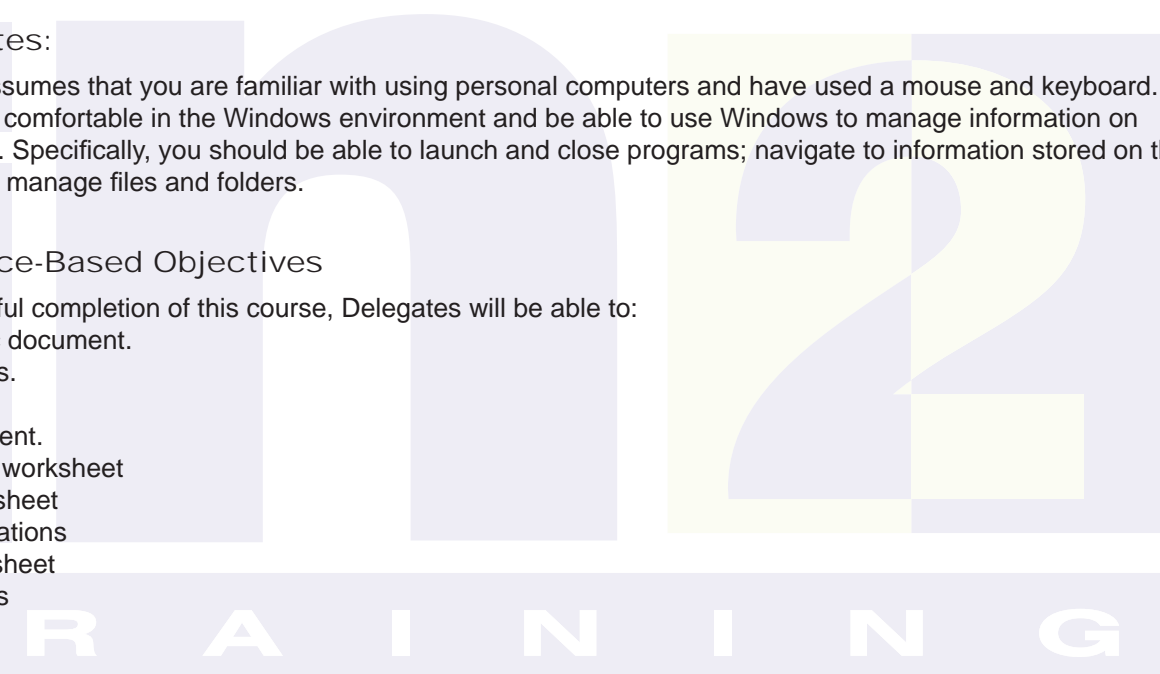
Prerequisites:

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Performance-Based Objectives

Upon successful completion of this course, Delegates will be able to:

- Create a basic document.
- edit documents.
- format text.
- proof a document.
- create a basic worksheet
- modify a worksheet
- perform calculations
- format a worksheet
- create a emails
- format emails
- add contacts
- manage mail



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Course Content

Session 1: Creating a Basic Document

- Topic 1A: The Word Environment
- Topic 1B: Get Help Using Word
- Topic 1C: Enter Text
- Topic 1D: Save a New Document
- Topic 1E: Preview a Document
- Topic 1F: Print a Document

Session 2: Editing a Document

- Topic 2A: Navigate in a Document
- Topic 2B: Insert Text
- Topic 2C: Select Text
- Topic 2D: Create an AutoText Entry
- Topic 2E: Move and Copy Text
- Topic 2F: Delete Blocks of Text
- Topic 2G: Undo Changes
- Topic 2H: Find and Replace Text

Session 3: Formatting Text

- Topic 3A: Change Font and Size
- Topic 3B: Apply Font Styles and Effects
- Topic 3C: Change Text Color
- Topic 3D: Highlight Text
- Topic 3E: Copy Formats
- Topic 3F: Clear Formatting
- Topic 3G: Find and Replace Text Formatting

Session 4: Proofing a Document

- Topic 4A: Use the Thesaurus
- Topic 4B: Check Spelling and Grammar
- Topic 4C: Create a New Default Dictionary
- Topic 4D: Check Word Count
- Topic 4E: Modify a Document in Print Preview

Session 5: Getting Started with Excel

- Topic 5A: An Overview of Excel
- Topic 5B: Navigate in Excel
- Topic 5C: Select Data
- Topic 5D: Enter Data
- Topic 5E: Save a Workbook
- Topic 5F: Obtain Help

Session 6: Modifying a Worksheet

- Topic 6A: Move and Copy Data Between Cells
- Topic 6B: Fill Cells with Series of Data
- Topic 6C: Edit Cell Data
- Topic 6D: Insert and Delete Cells, Columns, and Rows
- Topic 6E: Find, Replace, and Go To Cell Data
- Topic 6F: Spell Check a Worksheet

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Session 7: Performing Calculations

- Topic 7A: Create Basic Formulas
- Topic 7B: Calculate with Functions
- Topic 7C: Copy Formulas and Functions
- Topic 7D: Create an Absolute Reference

Session 8: Formatting a Worksheet

- Topic 8A: Change Font Size and Type
- Topic 8B: Add Borders and Color to Cells
- Topic 8C: Change Column Width and Row Height
- Topic 8D: Merge Cells
- Topic 8E: Apply Number Formats
- Topic 8F: Create a Custom Number Format
- Topic 8G: Align Cell Contents
- Topic 8H: Find and Replace Formats
- Topic 8I: Apply an AutoFormat
- Topic 8J: Apply Styles

Session 9: Getting Started with Outlook

- Topic 9A: Log On to Outlook
- Topic 9B: The Outlook Environment
- Topic 9C: Compose and Send a Simple Message
- Topic 9D: Open a Message
- Topic 9E: Reply to a Message
- Topic 9F: Print a Message
- Topic 9G: Delete a Message

Session 10: Composing Messages

- Topic 10A: Address a Message
- Topic 10B: Format a Message
- Topic 10C: Check Spelling and Grammar
- Topic 10D: Attach a File
- Topic 10E: Forward a Message

Session 11: Managing Mail

- Topic 11A: Open and Save an Attachment
- Topic 11B: Flag a Message
- Topic 11C: Create a Folder
- Topic 11D: Move Messages to a Folder
- Topic 11E: Copy Messages to Folders
- Topic 11F: Delete a Folder

Session 12: Managing Contacts

- Topic 12A: Add a Contact
- Topic 12B: Sort Contacts
- Topic 12C: Find a Contact
- Topic 12D: Generate a Map
- Topic 12E: Edit a Contact
- Topic 12F: Delete a Contact
- Topic 12G: Print Contacts