Microsoft Office and Windows Training Course Outline

Below is the course outline for Microsoft Office and Windows Training. The outline is split into different modules which can be completed individually. The modules are as follows:

1. Windows 7 Introduction
2. Microsoft Word Basic
3. Microsoft Word Intermediate
4. Microsoft Word Advanced
5. Microsoft Excel Basic
6. Microsoft Excel Intermediate
7. Microsoft PowerPoint Basic
8. Microsoft PowerPoint Advanced
9. Microsoft Outlook Basic
10. Microsoft Outlook Intermediate
11. Microsoft Outlook Advanced
12. Internet Basics

Each module is approximately **6 hours** depending on learner needs. Each module will be **customized** to suit learner and job requirements. Those learners attending multiple modules should attend the training sessions in the order of the modules listed above, although learners need not attend all modules. It is recommended that each learner complete a **pre-assessment** before attending the first training session.

Please add any specific information you would like covered during training when booking your training. Use the *Microsoft Office and Windows Training Booking Form* to request training. Please see the *Microsoft Office and Windows Training Resource List* for ordering **course material** or **software**.

Absolute Solutions will provide computer training **onsite**, and will bring a maximum **of 5 laptops** with the necessary software already installed for the purposes of training.

All learners who attend any course will benefit from ongoing **support** via email.

For any further information, please email Justin Goddard at justin@absolutesolutions.co.za.

About Your Trainer

Justin started programming while still at school. After getting **Microsoft Certified** in 2001 he began training at IT Intellect, a Microsoft Partner college. In 2003 he became a contract lecturer and trained for various colleges and businesses including Derivco, a leading developer of software for the online gaming industry. For over seven years he trained a variety of **Diploma courses** for Varsity College which included end-user, computer technician and computer programming subjects.

Justin currently specializes in building custom web-based applications.

Justin is a registered Assessor in the FP&M Sector. He is also certified in the following:

Windows 7 Introduction

1. Explore Windows 7

- Logging On to Windows 7
- Exploring the Desktop
- Using the Start Menu
    - Quick Access to Windows Functionality
- Using the Windows Taskbar
    - Taskbar Buttons
    - Notification Area
- Exploring Control Panel
    - Control Panel Categories
    - Accessing Individual Control Panel Items
    - Different Ways of Opening Control Panel items
    - Understanding User Account control
- Finding Information About Your Computer System
- Updating Windows System Files
    - Types of Updates
    - Windows Update Options
- Ending a Computing Session

2. Manage User Accounts

- Understanding User Accounts and Permissions
    - User Accounts Types
    - User Account Control
- Creating a User Account
    - Switching Quickly Among Users
- Managing a User Account
    - Be Safe Now, Not Sorry Later
- Limiting Computer Access
    - Playing Safely
- Disabling or Deleting a User Account

3. Manage Your Network

- Connecting to a Network
    - Home and Work Network Settings
    - Public Network Settings
    - Wireless Network Security
- Creating a Homegroup
- Working with a Homegroup
    - Joining an Existing Homegroup
    - Homegroup Settings for Shared Computers
    - Leaving a Homegroup
- Sharing Files on Your Network
    - Public Folders
    - Homegroup Resources
    - Individual Files, Folders, and Libraries
    - Storage Drives
- Managing a Network Connection

4. Navigate Windows and Folders

- Working with Windows
    - Sizing, Moving, and Arranging Windows
    - Hiding and Displaying Windows
- Understanding Files, Folders, and Libraries
    - File Types
    - Windows System Folders
    - Folder Windows Features
    - Displaying and Hiding Panes
- Finding Your Way Around Your Computer
- Connecting to Network Resources
    - Navigating to a Shared Folder
    - Mapping a Network Drive
- Finding Specific Information
    - Windows Search
    - Windows Search Parameters

5. Manage Folders and Files

- Viewing Folders and Files in Different Ways
    - Grouping Folder Content
    - Sorting and Filtering Folder Content
    - Changing Folder Options
- Working with Folder and File Properties
    - File Properties
    - Folder Properties
- Creating and Renaming Folders and Files
- Moving and Copying Folders and Files
    - Compressing Folders and Files
    - Folder Templates in Libraries
- Deleting and Recovering Folders and Files
    - Recycle Bin Size
- Creating Shortcuts
    - Desktop Shortcuts
    - Start Menu Pinned Items
    - Taskbar Pinned Items
    - Favorites Group

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Microsoft Word Basic

1. Explore Word

- Working in the user interface
- Creating, editing text and saving documents
  - o Creating a new blank document
  - o Entering text
  - o Saving the document
  - o Saving into a new folder
  - o Compatibility with older versions
- Opening, Moving around in and closing Documents
- Viewing documents in different ways
  - o Switching between different views
  - o Displaying non-printing characters
  - o Zooming in the document
  - o Switching between different word documents
  - o Arranging windows of open documents
  - o Displaying rulers in document window
- Accessing help feature

2. Editing and Proofread Text

- Making text changes
  - o Selecting text
  - o Deleting text
  - o Drag and drop
  - o Cut, Copy and Paste
  - o Paste Options
  - o Undo and redo
- Office clipboard
- Find and replace text
  - o Using find and replace
  - o Navigation pane
- Fine-tuning text
  - o Thesaurus
  - o Mini-translator
- Correcting spelling and grammatical errors
  - o Spell check
  - o Auto Correct
- Viewing document statistics
- Inserting saved text
  - o Building Blocks
  - o Create a new building block
- Inserting one document into another

3. Changing the Look of Text

- Quickly formatting text
  - o Paragraph styles
  - o Character Styles
- Changing a documents theme
  - o Switching between different themes
  - o Saving a new theme
- Manually changing the look of characters
  - o Changing font, font size and font colour
  - o Bold, Italic and Underline
  - o Using the Mini Toolbar
  - o Format Painter
  - o Font dialog box
  - o Highlight text
  - o Clear Formatting
- Manually changing the look of paragraphs
  - o Indenting
  - o First Line and hanging indents
  - o Paragraph alignment
  - o Setting up Tabs
  - o Adjusting line spacing
  - o Paragraph spacing
  - o Borders and Shading
- Character formatting and case considerations
- Find and replace formatting
- Creating and modifying lists
  - o Bullets and Numbering
  - o Customizing bullets and numbering
  - o Sorting lists
- Formatting text as you type

4. Organizing Information in Columns and Tables

- Presenting information in columns
  - o Inserting columns
  - o Justify paragraphs
  - o Column options
- Creating tabbed lists
- Presenting info in tables
  - o Inserting a table
  - o Inserting and deleting columns and rows
  - o Resizing columns
  - o Merge cells
  - o Table alignment
  - o Converting text to table
- Performing calculations in tables
- Other layout options
- Formatting tables

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- Table style
- Manual formatting

5. **Add Simple Graphic Elements**

- Inserting and modifying pictures
    - Insert Picture
    - Resize and crop a picture
    - Picture corrections and picture styles
    - Artistic effects
- About ClipArt
- Changing a document background
- Inserting Building Blocks
    - Inserting a Cover page
    - Inserting Page Numbers
    - Headers and Footers
- Drawing text boxes
- Adding Word Art

- Insert Word Art into the document
- Wrap text around Word Art
- Formatting the first letter of a paragraph

6. **Preview, Print and Distribute Documents**

- Previewing and adjusting page layout
    - Adjusting Page size and orientation
    - Setting up margins
- Controlling what happens on each page
    - Page breaks
    - Section breaks
- Printing documents
- Preparing documents for electronic distribution
    - Document properties
    - Document inspector
    - Marking a document as final

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Microsoft Word Intermediate

1. Creating Diagrams

- Creating and Positioning a diagram
- Using the text pane
- Inserting shapes into a diagram
- Promoting and Demoting shapes in diagram
- Change a diagram's layout, colours and shapes
- Use picture diagrams to show photographs

2. Insert and Modify Charts

- Insert a chart into a document
- Customize a chart, and save it as template
- Plot Excel data in a chart
- Formatting a chart
- Changing chart types
- Adding axis titles and labels

3. Use other Visual Elements

- Adding text and graphic watermarks
- Insert a symbol
- Building an equation and add it to the equation gallery
- Draw and manipulate shapes
- Insert a screen clipping

4. Organize and Arrange Content

- Reorganize a document but adjusting its outline
- Arranging multiple pictures
- Insert and format nested tables

5. Creating Documents For Use Outside of Word

- Save files in different formats
- Creating and modifying web documents
- Create and publish blog posts

Microsoft Word Advanced

1. Explore More Text Techniques

- Adding hyperlinks
- Inserting fields
- Adding Bookmarks and Cross References

2. Use Reference Tools for Longer Documents

- Adding Footnotes and End notes
- Creating and Modifying Table of contents
- Table of figures
- Table of Authorities
- Creating and modifying indexes
- Adding Sources and compiling bibliographies
- Creating Master Documents

3. Work with Mail Merge

- Understanding Mail Merge
- Preparing Data Sources
- Using an Outlook Contact List as a Data Source
- Preparing Main Documents
- Merging Main Documents and Data Sources
- Printing Envelopes
- Sending Personalized Emails to Multiple Recipients
- Creating and Printing Labels

4. Collaborate on Documents

- Co-authoring Documents
- Sending Documents Directly from Word
- Adding and Reviewing Comments
- Tracking and Managing Documents Changes
- Comparing and Merging Document Changes
- Password-Protecting Documents
- Restricting Who Can Do What to Documents
- Controlling Changes

5. Working in Word More Efficiently

- Working with Styles and Templates
- Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Macros in Word
    - Enabling Macros
    - Recording a New Macro
    - Running a Macro
    - Copying a Macro from one Document to another

Microsoft Excel Basic

1. Setting up a workbook

- Creating Workbooks
    - Excel Terminology
    - Excel Environment
    - Customizing Quick Access Toolbar
    - Creating a New Workbook
    - Entering Data into Workbook
    - Saving a workbook
    - Open a workbook
    - Zoom
    - Insert a new worksheet
    - Renaming a new worksheet
    - Changing the tab colour of worksheet
    - Rearranging the order of worksheets
    - Move or Copy worksheet
    - Hide/Unhide Worksheet
    - Switch Windows

- Modifying Workbooks and Worksheets
    - Changing column widths and row heights
    - Insert Columns/Rows
    - Delete Columns/ Rows
    - Hide/Unhide columns or rows
    - Insert Cells
    - Moving Data by dragging

- Customizing Excel
    - Arranging multiple workbook windows
    - Customizing the ribbon
    - Minimizing the ribbon

2. Working with Data and Excel Tables

- Entering Data
- Copy, Cut and Paste
- Pick from drop down list
- Find and Replace data
- Spell Check
- Thesaurus

- Defining an Excel Table

- Format as table
- Table design
- Basic Formulas
    - How to create a basic formula
    - Operators
    - Copy Formula down
    - Absolute cell reference
- Basic Functions
    - What is the difference between formulas and functions
    - Insert a function
    - AutoSum, sum, min, max and average

3. Changing Workbook Appearance

- Format Cells
    - Changing Font, Font size and Font Colour
    - Borders
    - Bold, Italic and Underline
    - Fill Colour
- Themes
- Format Numbers as percentage, currency and general
- Insert a Picture
- Picture Styles, remove background, picture effects
- Insert Background

4. Printing

- Inserting Headers and Footers
- Print Preview
- Page Setup
- Page break preview
- Print active worksheets
- Print entire workbook
- Print Selection
- Print titles
- Set Print Area
- Centre data on page

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Microsoft Excel Intermediate

1. Performing Calculations

1. Naming groups of Data using Named Ranges
2. Creating Formulas to Calculate Values
3. Summarizing data meets specific condition
4. using If function
5. Formula Auditing
   - Adding a watch Window
   - Tracing Formula Errors
   - Tracing Precedents and Dependent cells

2. Changing workbook appearance

- Defining Styles
- Making Numbers easier to read
- Transposing data
- Changing Cell Orientation and Merging Cells
- Change appearance of data based on its value
- Focusing on specific data by using filters
   - Inserting Filters
   - Sort A to Z using Filters
   - Number Filters
   - Clear Filters
   - Advanced Filtering (Criteria Range)
   - Summarizing worksheets with hidden and filtered rows (subtotal and aggregate functions)
- Data Validation

3. Reordering and Summarizing Data

- Sort Data
- Custom Lists
- Organizing data into levels using subtotals
- Creating an outline
- Lookup Functions

4. Combining Data from Multiple Sources

- Using Excel's Built-in Templates
- Using workbooks as templates for other workbooks
- Linking to data in other workbooks
- Consolidating data
- Saving workbooks as a workspace
- Comments in cells and workbooks
   - Viewing Comments in a worksheet
   - Adding and Removing comments
   - Adding comments to a workbook
- Protection
   - Password protect a worksheet and workbook
   - Unlock cells and protecting part of a worksheet
- Track Changes
- Mark a workbook as final

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Microsoft PowerPoint Basic

1. Explore PowerPoint

- Working with the user interface
- Creating and saving presentations
- Compatibility with earlier versions
- Opening, Moving around in, and closing presentations
- Viewing presentations in different ways

2. Working with Slides

- Adding and Deleting slides
- Adding slides with ready-made content
- Slide Libraries
- Exporting presentations as outlines
- Dividing presentations into section
- Rearranging slides and sections

3. Working with Slide content

- Entering text into placeholders
- Adding text boxes
- Changing the default font for text boxes
- Editing text
- Clipboard
- Correcting and sizing text while typing
- Checking spelling and choosing the best words
- Research information
- Find and Replacing text and fonts

4. Format Slides

- Appling themes
- Using different theme colours and fonts
- Changing the slide background
- Changing the look of placeholders
- Changing the alignment, spacing, size and look of text

5. Add Simple Visual Enhancements

- Insert Picture and ClipArt images
- Inserting Diagrams
- Graphic formats
- Converting existing bullets into a diagram
- Inserting charts
- Inserting shapes
- Connecting shapes
- Adding transitions

6. Review and Deliver Presentation

- Setting up a presentation for delivery
- Previewing and Printing Presentation
- Preparing speaker notes and Handouts
- Enhanced Handouts
- Finalizing Presentation
- Setting up presenter view
- Delivering a presentation

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Microsoft PowerPoint Advanced

1. Add tables

- Inserting tables
- Formatting tables
- Inserting and updating excel worksheets

2. Fine Tune Visual Elements

- Editing pictures
- Customizing Diagrams
- Formatting Charts
- Arranging Graphics
- Alt Text

3. Add Other Enhancements

- Adding WordArt Text
- Inserting Symbols and Equations
- Insert Screen Clipping
- Creating Hyperlinks
- Attaching the same hyperlink to every slide
- Attaching actions to text or objects

4. Add Animation

- Using Ready Made Animation
- Customizing animation effects

5. Add Sound and Movies

- Inserting and playing Sounds
- Inserting and playing Videos
- Inserting videos from web sites

6. Share and Review Presentations

- Collaborating with other people
- Broadcasting presentations
- Saving presentations in other formats
- Sending presentations directly from PowerPoint
- Password Protecting Presentations
- Adding and Reviewing Comments
- Merging presentations versions

7. Create custom Presentation elements

- Creating theme colours and fonts
- Viewing and changing slide masters
- Creating slide layouts
- Saving custom design templates

8. Prepare for Delivery

- Adapting presentations for different audiences
- Rehearsing presentations
- Recording presentations
- Preparing presentations for travel
- Saving presentations as videos

9. Customize PowerPoint

- Change default program options
- Customizing the ribbon
- Customizing the Quick Access Toolbar

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Microsoft Outlook Basic

1. Get started with Outlook

- Connecting to Email Accounts
- Connecting to Hotmail account
- Troubleshooting Connection Problems
- Connecting to Exchange Accounts
- Connecting to internet Accounts

2. Explore the Outlook Window

- Working with the Outlook Program Window
- Outlook Program Window
- Outlook Modules
- Working with the Ribbon and Backstage View
- Backstage View
- Modules and Item tabs
- Working in the Mail Module
- Navigation Pane Content
- Mail Module Views
- The Ribbon
- Message Windows
- Working in the Calendar Module
- Calendar Module Content
- Calendar Item Window
- Working in the Contacts Module
- Contacts Module Content
- Contact Record Window
- Working in the Tasks Module
- Task Module Content
- Task Window

3. Send and Receive E-Mail Messages

- Creating and Sending Messages
- Addressing Messages
- Troubleshooting Message Addressing
- Entering Content
- Saving and Sending Messages
- Attaching Files to Messages
- Troubleshooting File
- Types and Extensions
- Viewing Messages and Message Attachments
- Viewing Conversations
- Configuring Reading Pane Behaviour
- Viewing Reading Pane Content
- Marking Messages as Read

- Single Key Reading
- Viewing Message Participant Information
- Presence Icons
- Contact Cards
- The People Pane
- Responding to Messages

4. Store and Access Content information

- Saving and Updating Contact Information
- Creating Contact Records
- Address Books
- Communication with Contacts
- Initiating contact information from contact records
- Selecting message recipients from Address Books
- Displaying different views of Contact Records
- User Defined Fields
- Printing Contact Records

5. Manage Scheduling

- Scheduling and Changing Appointments
- Adding National Holidays to Calendar
- Creating an appointment from a message
- Scheduling and Changing Events
- Scheduling Meetings
- Updating and Cancelling Meetings
- Responding to Meeting Requests
- Displaying Different Views of a Calendar
- Views
- Arrangements
- Using the Date Navigator

6. Tracking Tasks

- Creating Tasks
- Creating tasks from scratch
- Task options
- Creating tasks from Outlook items
- Updating tasks
- Removing tasks from the task list
- Managing Task Assignments
- Tasks you assign to others
- Tasks other people assign to you

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- Displaying Different Views of Tasks
- Finding and Organizing Tasks

Microsoft Outlook Intermediate

1. **Organize your Inbox**

- Working with conversation view
- Split conversation
- Viewing conversations
- Conversation view settings
- Managing conversations
- Troubleshooting conversation view
- Arranging Messages in Different ways
- Marking messages and read and unread
- Organizing Outlook Items by Colour Categories
- Recording information using Outlook Notes
- Organizing Messages into folders
- Managing messages by using Quick steps
- Quickly locating messages
- Using search folders
- Printing Messages
- Deleting Messages

2. **Managing Your Calendar**

- Defining your available time
- Configuring time zones
- Specifying Appointment Time Zones
- Working with Multiple Calendars
- Connecting to internet calendars

- Sharing Calendar Information
- Sharing calendar with co-workers
- Sharing calendar information outside your organization
- Printing Calendar

3. **Work with your Contact List**

- Creating Additional Address Books
- Importing and Exporting Contact Records
- Creating Contact Groups
- Quickly locating contact information
- Personalizing electronic business cards

4. **Enhance Message Content**

- Personalizing the appearance of Message Text
- Formatting Message Text
- Adding signatures to Messages automatically
- Embedding and Modifying Images
- Inserting Pictures
- Inserting ClipArt and Shapes
- Capturing Screen Images
- Modifying Images
- Creating and Formatting Business Graphics
- Changing Message settings and Delivery options

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Microsoft Outlook Advanced

1. Manage Email Settings

- Working with New Email Notifications
- Creating rules to process messages
- Blocking Unwanted Messages
- Working with Junk Email Messages
- Configuring Junk Email Options
- Securing Your Email
- Digital Signatures
- Encryption
- Plain Text Messages
- Information rights management'
- Blocking External Contents to Protect Your Privacy

2. Work Remotely

- Working with outlook items while offline
- Public Folders
- Setting Cached Exchange Mode Options
- Managing Download Options for slow connections
- Choosing to work offline
- Managing an Offline address book
- Automatically replying to messages

3. Customizing Outlook

- Personalizing the Outlook environment
- Creating and Managing Quick Steps
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Customizing the Status Bar
- Personalizing the Office and Outlook Settings
- Mail
- Calendar
- Contacts
- Tasks
- Notes and Journal
- Search
- Mobile
- Language
- Advanced
- Add-ins
- Creating Outlook Forms

4. The Notes and Journal folders

- Notes
- Creating notes
- Forwarding
- Customizing Notes

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Internet Basics

1. Internet Introduction

- How Does the Internet Work?
- A Tour of a Typical Website

2. Browser Basics

- Using Multiple Windows
- Using Tabs
- Using the Search Box
- Downloading
  - o Saving pictures and files
  - o Using a Download Manager
- Printing a webpage

3. Internet Explorer

- Menu Bar
- Change your home page
- To add a new search provider

- To empty the Temporary Internet Files folder (cache)
- Clear the browsing history
- To save a webpage onto your computer
- Bookmarks

4. Searching

- Search Engines
- Finding what you need
- Useful websites

5. Internet Safety

- Storing your passwords and login details
- Allowing and blocking pop-ups
- InPrivate mode
- Parental Controls
- Viruses and Trojans

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