

# Windows and MS Office Foundation

## Overview

Most of us who use a PC for work or personal use will be required to use a combination of Word Processing, Spreadsheet, Presentation or Email applications to complete our daily tasks. Due to the domination of Microsoft in this environment, that will invariably require a basic understanding of Windows and Microsoft Office – specifically, Word, Excel, PowerPoint and Outlook. This 2-day course seeks to introduce the foundational skills for all the above by highlighting their similarities and key differences. The combination of both the universal and application specific skills covered in this course, are guaranteed to reduce frustrations and increase efficiencies!

## Pre-requisites

No prior knowledge or use of MS Office is required, but it is imperative that you have some basic Mouse and Keyboard skills before attending this course. For those who are completely new to Computers we can send you some Mouse and Keyboard exercises for you to work on prior to attending the course.

## Windows:

- ✓ Mouse skills check – click, double click, right-click, drag and drag & drop.
- ✓ Key Windows Components – Desktop, Windows Start, Task Bar, Working with multiple Windows.
- ✓ Windows Explorer – Navigation Pane, Quick Access, Navigating Folder Paths and different views.
- ✓ Searching – Tips and Tricks on searching using Windows Explorer, Recent Files and Windows search
- ✓ Organising Files and Folders – Creating, Deleting, Moving, Restoring and Best Practices
- ✓ Common Tasks – There are many common Tasks that can be applied across all programs. We explore these here – Opening, Saving and Closing files and common Menu Items of File, Edit and Format.
- ✓ Common Shortcuts – There are many common shortcuts that can be used across most applications. Ctrl + C, V, X, Z, Y, N, O, P to name a few!
- ✓ Search Engines – We all use Web Search Engines to find things these days. There are some really neat Tips and Tricks that can make our Internet searches far more accurate and pleasurable.

## Word:

- ✓ MS Word Overview – Ribbons and Commands overview, plus different layout options.
- ✓ Basic Text Functions – Entering and Editing Text, highlighting and moving shortcuts.
- ✓ Text Formatting – Basic principles of formatting Text and the Format Painter.
- ✓ Paragraph Formatting – Spacing, Indents and Tabs, Bullet Points and Numbered Lists.
- ✓ Page Setup – Margins, Page Orientation, Paper Size, Columns and Breaks
- ✓ Headers and Footers – including page Numbers
- ✓ Inserting a Picture – Wrapping, Resizing, Rotating, Replacing, Compressing, Text boxes
- ✓ Styles – If used correctly these can be a huge timesaver and also Create a Table of Contents
- ✓ Document Review – Spelling and Grammar, Track Changes and Comments
- ✓ Printing – specific ages, both sides, multiple pages per sheet, plus saving as a pdf

## Excel:

- ✓ MS Excel Overview – Different Excel Components such as Cells, Columns and Rows, Formula Bar etc, plus Basic Worksheet Navigation and key Excel concepts.
- ✓ Data Input – Best practices for inputting data and the Key differences between Text, Numbers and Dates.
- ✓ Useful generic functions such as Cut, Copy and Paste, Undo and Redo and their Keyboard Shortcuts.
- ✓ Excel Autofill – Using it effectively to auto-populate cells with the correct Data.
- ✓ Formatting Cells – Font, Fill, Cell Borders and Cell Alignment.
- ✓ Formatting Numbers - Decimals, Currency and Percentage, including Rounding awareness.
- ✓ Formatting Worksheets - Row height and Column width. Inserting, Deleting and Hiding Rows & Columns.
- ✓ Formulas
  - Difference between Entered and Calculated Values.
  - Basic arithmetic formulas - Adding, Subtracting, Multiplying and Dividing.
  - Range Formulas – Sum, Count and Average.
  - Practical examples of putting these into practice
- ✓ Printing Basics – Page Layout, Margins and Scaling.
- ✓ Basic Data Visualization – Graphs and Conditional Formatting

## Powerpoint:

- ✓ MS PowerPoint Overview – Different PowerPoint Views. Basic PowerPoint Navigation plus Key differences between PowerPoint and other Office Applications.
- ✓ Slide Basics – Inserting, Moving and Deleting Slides. Different Slide Types.
- ✓ Slide Design – Themes, Backgrounds and Slide Size
- ✓ Adding Text Content – Key principles. Basic Formatting. Copying content from another source.
- ✓ Inserting Objects overview – Diff types: images, graphs, videos etc and different methods
- ✓ Inserting Images – Own Images, Stock Images and Images from the Internet. Awareness of different image types (jpg, png, gif) and image resolutions.
- ✓ Image editing – Resizing, repositioning, and Basic Formatting.
- ✓ Smart Art – Creating Organograms from Bullet Points and Key Editing Techniques
- ✓ Inserting Tables and Charts – Building from scratch and copying from Excel
- ✓ Slide Transitions & Animations – Basic Dos and Don'ts. Editing the Order, Timing and Types.
- ✓ The Master Slide – Master slide principle. Accessing and Editing the Slide Master.
- ✓ Presenting – Rehearsing and presenting your PowerPoint Presentation.
- ✓ Creating images – PowerPoint has been known as the “Poor mans photoshop”. Some neat Tips and Tricks on to create and modify images in PowerPoint to use across all applications.

## Outlook:

- ✓ MS Outlook Overview – Intro to the Outlook components of Email, Calendar and Tasks. Basic Navigation layout and function.
- ✓ Sending and Receiving Emails – Composing and editing an Email. From, To, Cc and Bcc options. Reply, Forward and Meeting Request Options.
- ✓ Organizing and Managing Emails – Sorting and Grouping, Creating and using Subfolders, various flagging options, searching for emails and general best practices.
- ✓ Calendar – Adding, editing and Managing Calendar items. Scheduling a meeting and inviting attendees.
- ✓ Tasks – Adding, editing and Managing Tasks.
- ✓ Tips and Tricks – Some Tips and Tricks and unique Keyboard Shortcuts, specific to Outlook.