

# MS Windows & Office Foundation Course

## Overview

Most of us who use a PC for work, or at home, need to have a basic understanding of Windows, and invariably need to be able to use a number of the MS Office applications – specifically, Word, Excel, PowerPoint and Outlook.

The beauty of this collective package is that many of the skills learned in one application, can be used in another, plus there are a whole host of key generic skills that can be applied across them all.



This course covers all these Key Foundational skills in the Windows Module, and then each of the Office Modules, cover the application specific foundational skills and more! Due to the cross pollination of skills, this course is designed as a complete 5-in-1 package, however, each of the 5 Modules can be completed as individual courses as well.

It must also be noted that the Excel Foundation Course is effectively a compact version of our Excel Beginner course. Completing the Foundation course will cover all the Key Skills required to move on to our Excel Intermediate course if need be.

## 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.

## Current Training options

The Full Course that includes all 5 Modules is currently available as a 3-Day Instructor-led course, either online via MS Teams / Zoom, or Onsite at your premises.

For online prices, or to build a customised course of specific modules that you require training on, please send an email with your requirements to [hello@summitsolutionstraining.co.za](mailto:hello@summitsolutionstraining.co.za) or alternatively you can contact us on 086 167 3923.

## 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 and 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 and Text boxes.
- ✓ **Styles** – If used correctly these can be a huge timesaver plus also Create a Table of Contents.
- ✓ **Document Review** – Spelling and Grammar, Track Changes and Comments.
- ✓ **Printing** – specific pages, 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 & Dates.
- ✓ **Useful generic functions** – such as Cut, Copy and Paste, Undo & 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 & Column width. Inserting, Deleting, 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 Sizes.
- ✓ **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 Do's and Don'ts. Editing the Order, Timing and Types.
- ✓ **The Master Slide** – Master Slide principles. Accessing and Editing the Slide Master.
- ✓ **Presenting** – Rehearsing and presenting your PowerPoint Presentation.
- ✓ **Creating images** – PowerPoint has been known as the “Poor man’s photoshop”. Some neat Tips and Tricks on how 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.

## What's included?

It's important to note that all methods of delivery, (i.e. Instructor-led onsite / online and Self-paced online), cover the exact same course content and include the following:

- ✓ Detailed follow-along course material that doubles up as Summary Notes
- ✓ Practical Tasks that will enable you to put your newly acquired skills into practice
- ✓ Course completion Certificates
- ✓ Lifetime access to course material and updates

## Next step...

For further specific information on our various training options, such as pricing and course length etc, please contact us on [hello@summitsolutionstraining.co.za](mailto:hello@summitsolutionstraining.co.za) or 086 167 3923.