

Introduction to MS Office

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Monday nights
Dates: 1/08, 1/15, 1/22 1/29, 2/05, 2/12, 2/19
Time: 6:30pm – 8:00pm

***Note: Classes will be canceled whenever school has been canceled, let out early or whenever the instructor deems is necessary. In the event of a cancellation there will be a special class held on Thursday night, of that same week, to make up the missed class.**

Class overview:

This class is designed to provide students with a basic knowledge of Microsoft Office applications. All Office applications will be discussed but Microsoft Word and Excel will be the primary focus of this class, unless, of course, there is a need to discuss other Office applications.

Upon completion of this class students will be able to:

- ✓ Use MS windows
- ✓ Explain what an application is
- ✓ Name several Microsoft Office applications
- ✓ Be able to distinguish between the different office applications
- ✓ Be able to distinguish between Word and Excel documents (file extensions)
- ✓ Describe a situation for which you would use an office application
- ✓ Create, open and save a file
- ✓ Explain the difference between Save and 'Save As'
- ✓ Navigate each application via the menus
- ✓ Use shortcut keys to perform: 'cut, copy, paste, save, exit'
- ✓ Open and use templates
- ✓ Accessing help
- ✓ Customizing help wizard
- ✓ Working within different views
- ✓ Customizing toolbars
- ✓ Close application several different ways

MS Word specific

- ✓ Page layout (head or header and foot or footer) 8 1/2 X 11
- ✓ Text alignment
- ✓ Manipulate fonts via toolbar
- ✓ Manipulate fonts via shortcut keys
- ✓ Insert breaks (page, column,) ...
- ✓ Modify 'First line Indent' and Tabs
- ✓ Check spelling and grammar
- ✓ Bullets and numbering
- ✓ Page numbers
- ✓ Views (normal, print layout)
- ✓ Hyperlinks

MS Excel specific:

- ✓ Formatting cells
- ✓ Rows –VS- Columns
- ✓ Perform simple arithmetic within Excel
- ✓ Create formulas
- ✓ Auto formulas
- ✓ Toolbars
- ✓ Creating graphs (line, bar, pie)
- ✓ Importing and exporting files
- ✓ Sorting data
- ✓ Working with multiple worksheets
- ✓ Workbooks to databases