

Duration: 1 day

Overview: This course teaches the essentials of Excel, Word, and Outlook. It provides the basic skills required for day-to-day work in a typical office administration role. No prior knowledge or previous experience of Microsoft Office is required to attend this course.

Topics

Word

- Creating documents, saving and opening documents
- Working with text and paragraphs
- Formatting text
- Format Painter: learn how to copy the formats
- Undo and Redo
- Page breaks
- Headers and footers
- Cut, copy and paste (within documents and to external packages)

Excel

- Overview of the Excel screen
- Entering text, numbers, and dates
- Working with the Home Ribbon to format
- Creating Formulas: Add, Subtract, Multiply, and Divide
- AutoSum
- AutoFill
- Editing spreadsheets (sizing, inserting and deleting rows, columns, and cells)
- Working with worksheet tabs
- Printing

Outlook

- Sending, replying to and forwarding e-mails
- Flagging e-mails
- Working with attachments
- E-mail management
- Searching e-mails
- Creating contacts
- Working with the Calendar