

# Microsoft Office Training Course

## Course content:

### Excel 2016

- Excel 2016: Introduction
- Excel 2016: What's New
- Excel 2016: Using Touch
- Excel 2016: Getting Started
- Excel 2016: Using Help
- Excel 2016: Excel Options
- Excel 2016: The Ribbon and Toolbars
- Excel 2016: Entering and Editing Data
- Excel 2016: Backup and Recovery
- Excel 2016: Fill and Series
- Excel 2016: Viewing and Printing
- Excel 2016: Cut, Copy, and Paste
- Excel 2016: Formatting a Worksheet
- Excel 2016: Formulas and Functions
- Excel 2016: Managing Worksheets
- Excel 2016: Working with Multiple Workbooks
- Excel 2016: Saving Workbooks
- Excel 2016: Inserting Comments
- Excel 2016: Basic Functions in Excel
- Excel 2016: Graphs and Charts
- Excel 2016: Sorting and Filtering Data
- Excel 2016: Shapes and Pictures
- Excel 2016: Formatting Cells Based on Content
- Excel 2016: Protection and Security
- Excel 2016: Naming Items
- Excel 2016: Finding and Replacing Words
- Excel 2016: Borders
- Excel 2016: Workbook Inspection
- Excel 2016: Conclusion
- Excel 2016 Advanced: Introduction to - Excel 2016 Advanced Course
- Excel 2016 Advanced: Functions

### 2. Word 2016

- Word 2016: Introduction
- Word 2016: Getting Started with Word
- Word 2016: Character Formatting
- Word 2016: Paragraph Formatting
- Word 2016: Managing Lists
- Word 2016: Tables



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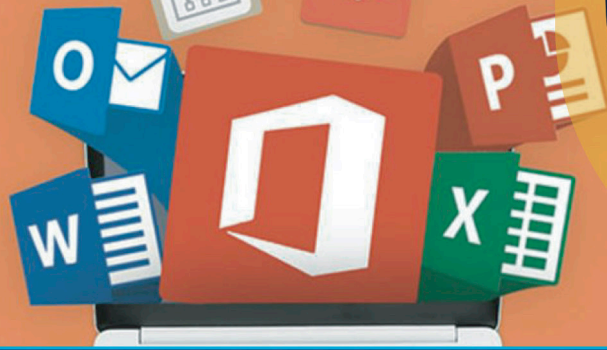
- Word 2016: Styles
- Word 2016: Controlling Page Appearance
- Word 2016: Sectioning
- Word 2016: Graphics
- Word 2016: Envelopes & Labels
- Word 2016: Mail Merges
- Word 2016: Page Setup Options
- Word 2016: Indexing and Table of Contents
- Word 2016: Review and Printing
- Word 2016: Other Word Features

### 3. PowerPoint 2016:

- PowerPoint 2016: Course Introduction
- PowerPoint 2016: Overview
- PowerPoint 2016: Getting Started
- PowerPoint 2016: Text and Bullet Editing Options
- PowerPoint 2016: Adding Graphics to Your Presentation
- PowerPoint 2016: Working with Objects
- PowerPoint 2016: Working with Pictures
- PowerPoint 2016: Working with SmartArt
- PowerPoint 2016: Working with Tables
- PowerPoint 2016: Working with Charts
- PowerPoint 2016: Masters
- PowerPoint 2016: Working with Media
- PowerPoint 2016: Transitions
- PowerPoint 2016: Animation
- PowerPoint 2016: Hyperlinks and Action Buttons
- PowerPoint 2016: Slideshow Options
- PowerPoint 2016: Preparing a Presentation for Delivery
- PowerPoint 2016: Other PowerPoint Features
- PowerPoint 2016: Conclusion
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- PowerPoint 2016: Working with Charts



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- PowerPoint 2016: Preparing a Presentation for Delivery
- PowerPoint 2016: Other PowerPoint Features
- PowerPoint 2016: Conclusion

### **4. Outlook 2016:**

- Outlook 2016: Introduction
- Outlook 2016: Getting Started
- Outlook 2016: Basic Tasks in Outlook
- Outlook 2016: Ribbon and Quick Access Toolbars
- Outlook 2016: Outlook Data Files and Account Management
- Outlook 2016: Contacts
- Outlook 2016: Email Management
- Outlook 2016: Calendar Management
- Outlook 2016: Outlook Categories
- Outlook 2016: Tasks Management
- Outlook 2016: Conclusion