

# Microsoft Office 2021 Essentials

## Word, Excel & PowerPoint

**Duration: 1 Day**

This course has been designed for users who want an all-round introduction to Microsoft Office, rather than focusing on a particular application. The course provides a basic introduction to Microsoft Word, Excel and PowerPoint.

### Understanding Office Screen Layouts

- The ribbon
- Contextual tabs
- File tab
- Quick access toolbar
- Status bar

### Working with Files

- Creating, opening, saving and closing files

### Word Essentials

- Viewing and moving around documents
- Working with text
- Working with paragraphs
- Working with the whole document
- Moving and copying text
- Tables
- Printing a document

### Excel

- Terminology
- Moving around a workbook
- Inputting, editing and deleting data
- Formatting data and cells
- Working with columns and rows
- Simple calculations
- Adding up entries in rows/columns
- Creating a simple chart
- Printing a worksheet and chart

### PowerPoint

- Slide layouts for text and graphics
- Title Slides and bullet point slides
- Graphics slides
- Formatting text
- Slide views
- Moving and deleting slides
- Printing the presentation
- Slide shows