

Microsoft Office 2021 Essentials

Word, Excel, Outlook & 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, Outlook 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
- Text formatting (eg bold, underline)
- Paragraph alignment and spacing
- Spell check
- Simple page breaks
- Moving and copying text
- Basic 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
- Simple slide show

Outlook

- Sending, receiving and replying to an email
- Printing and deleting an email
- Sending and receiving an attachment
- Creating and modifying a basic calendar entry
- Printing out the calendar
- Viewing a colleague's calendar