

# Microsoft Office Essentials 2013

**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
- 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

## 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