

# Microsoft Office Essentials 2019

**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 Outlook.

## 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

## 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