MS Office - Word, Excel and PowerPoint (intermediate) (code: Office-102)

Learn Microsoft Word 2010 Step by Step, Level 2 (compliant with MS 50542)

Overview

The course improves students' knowledge and skills in using Microsoft Office programs: Word, Excel and PowerPoint. Practical exercises accompany every topic covered during the course.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate underlined recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important**: authorization is available for on-demand training courses only.

Duration

3 days

Agenda

1. Introducing the MS Office suite.
   — What is included in the Office suite? Tools and features.
   — File formats.
   — New interface.
2. Word
   — Page formatting.
   — Working with Headers and Footers. Page numbers.
   — Inserting and manipulating images. Understanding diagrams (SmartArt).
   — Footnotes and end-notes
   — Sections. Advanced page numbering.
   — Understanding Styles.
   — Inserting Table of Contents.
   — Working with Headings.
3. Excel
   — Working with AutoFilters.
   — Working with Charts.
   — Conditional Formatting.
   — Working with PivotTables and PivotCharts.
   — Goal Seek.
   — Inspecting workbook.
   — Watch window.
   — Tracing precedents and dependents.
   — Understanding File Formats.
   — Importing and Exporting Data.
4. PowerPoint
   — Creating a presentation.
      — Working with Templates.
      — Entering and editing Text.
      — Inserting Tables and Charts.

— Inserting Pictures and Graphics.
— Adding Notes.
— Using Animations and Transitions.
— Printing. Preparing a presentation for printing.
— Drawing on slides during Slide Show. Setting Custom Slide Shows. Using Timings.
5. All programs
— Inspecting documents.
— Marking as Final Version.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

The course can be extended by adding MS Outlook module. Contact us for details.

Target audience and prerequisites

This course is intended for information workers who want to learn how to use Word, Excel and PowerPoint at an intermediate level.

Before attending this course, students must have:

— Basic computer knowledge, such as keyboard and mouse skills.
— Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

— Warsaw (English) – Jasna 14/16A
— Online (English) – your home, office or wherever you want
— any other location (London, UK, EU) on request

Price

390 EUR

The price includes:

— course materials,
— snacks, coffee, tea and soft drinks,
— course completion certificate,
— one-time consultation with the instructor after course completion.