

## MS Office - Word, Excel and PowerPoint (basic) (code: Office-101)

compliant with: Learn Microsoft Excel 2010 Step by Step, Level 1 (compliant with MS 50544)

### Ask for details

Phone +44 203 608 6289

info@alx.training

### Overview

The course provides students with an overview of the features and functions of 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 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

Introducing the MS Office suite.

1. What is included in the Office suite? Tools and features.
2. File formats.

#### Word

1. Application interface. Entering document content.
  - Entering text, symbols and special formatting characters.
  - Finding words and phrases.
  - Inserting and modifying images. Diagrams.
2. Working with Tables and Lists
  - Inserting and manipulating tables.
  - Creating numbered and bulleted lists
3. Formatting text. Applying styles.
  - Formatting words, paragraphs, and pages.
  - Headers and Footers.
  - Understanding Styles.
  - Numbering pages.
4. Printing. Preparing a document for printing.

#### Excel

1. Application interface.
  - Entering data. Editing cells.
  - Copying and filling ranges.
2. Working with data.
  - Calculations - entering and editing formulas.
  - Useful functions.
  - AutoFilters.
3. Formatting worksheets.

4. Printing. Preparing a workbook for printing.
5. Working with Charts.

## PowerPoint

1. Application interface.
  - Creating a presentation.
  - Working with Templates.
  - Entering and editing text.
  - Inserting Tables and Charts.
  - Inserting Pictures and Graphics.
  - Adding Notes.
2. Using Animations and Transitions.
3. Printing. Preparing a presentation for printing.
4. Using different Views.

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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 an MS Outlook module. Contact us for details.

## Target audience and prerequisites

This course is intended for novice information workers who want to learn how to use Word, Excel and PowerPoint at a basic 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

290 EUR

The price includes:

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