

Objectives *

Microsoft Office

Word

- Create a new document and insert text.
- Insert and format graphics.
- Insert and modify text boxes and shapes.
- Change document and paragraph layout.
- Create and modify lists.
- Set and modify tab stops.
- Insert a SmartArt graphic.
- Create a custom Word template.
- Correct and reorganize text.
- Use the proofing options and print an envelope.
- Create a document using a predesigned template.
- Create a research paper.
- Insert footnotes.
- Create citation and a bibliography in a research paper.
- Format a multiple-column Newsletter.
- Use special character and paragraph formatting.
- Create a mailing labels using mail merge.

Office

- Open an existing file and save it with a new name.
- Perform commands from the ribbon and quick access toolbar.
- Apply formatting in Office programs.

Excel

- Create, save, and navigate an Excel workbook.
- Enter data in a worksheet.
- Construct and copy formulas and use the SUM Function.
- Format cells with merge and center, cell styles and themes.
- Chart data to create a column chart and insert sparklines.
- Print a worksheet, display formulas, and close Excel.
- Check spelling in a worksheet.
- Enter data by range.
- Construct formulas for mathematical operations.
- Edit values in a worksheet.
- Format a worksheet.
- Use flash fill and the SUM, AVERAGE, MEDIUM, MIN, and MAX functions.
- Dove data, resolve error messages and rotate text.
- Use COUNTIF and IF functions and apply conditional formatting.
- Use date and time functions and freeze panes.
- Create, sort and filter an excel table.
- View, format, and print a large worksheet.
- Navigate a workbook and rename worksheets.
- Enter dates, clear contents, and clear formats.
- Copy and paste by using the paste options gallery.

- Edit and format multiple worksheets at the same time.
- Create a summary sheet with column sparklines.
- Design a worksheet for what-if analysis.
- Answer what-if questions by changing values in a worksheet.
- Chart data with a line chart.

PowerPoint

- Create a new presentation.
- Edit a presentation in normal view.
- Add pictures to a presentation.
- Print and view a presentation.
- Format numbered and bulleted lists.
- Insert text boxes and shapes.
- Format objects.
- Remove picture backgrounds and insert WordArt.
- Create and format a SmartArt graphic.
- Customize slide backgrounds and themes.
- Animate a slide show.
- Insert a video.
- Create and modify tables.
- Create and modify charts.

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