

# Microsoft Office Basics

## Training course outline

Microsoft Office is a collection of desktop productivity applications, designed to automate many of the tasks carried out in a typical office.



### Course summary

Introductory-level course teaching the key techniques for using the four primary Microsoft Office applications in your day-to-day work. You'll learn how to:

- Use Microsoft Word to create consistent, formatted documents.
- Use Microsoft Outlook to send and receive emails, manage your contacts and organize your calendar.
- Use Microsoft Excel to create spreadsheets that make use of formulae and functions.
- Use Microsoft PowerPoint to create aesthetically-pleasing slideshows, with transition effects and animations.

### Duration

Two days.

### Who should attend?

Anybody who needs to use the Microsoft Office applications in their day-to-day work.

### In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/liveonline](http://armada.co.uk/liveonline).

### General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

### Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following training, you're entitled to 30 days' email support from your trainer.

### Further information

See [armada.co.uk/course/office](http://armada.co.uk/course/office).

### Course syllabus

See over.



# Course syllabus

| Topics                   | Sub-topics   |
|--------------------------|--|
| <b>Microsoft Word</b>    | Components of the Word ribbon<br>Using the mini toolbar<br>Customising Word's Quick Access Toolbar<br>Formatting with styles<br>Using the navigation pane<br>Inserting a Word table  |
| <b>Microsoft Outlook</b> | Components of the Outlook ribbon<br>Layout of the Outlook home page<br>Working with emails<br>Creating Quick Step rules<br>Adding contacts<br>Creating calendar events and meetings<br>Using the screenshot tool<br>Using Outlook Web Access |

| Topics                      | Sub-topics  |
|-----------------------------|---|
| <b>Microsoft Excel</b>      | Components of the Excel ribbon<br>Using the Quick Analysis tool<br>Creating simple formulae<br>Using simple functions<br>Using AutoFill<br>Creating simple charts<br>Creating an Excel table<br>Applying conditional formatting |
| <b>Microsoft PowerPoint</b> | Components of the PowerPoint ribbon<br>Adding new slides with different layouts<br>Adding SmartArt graphics<br>Changing the design<br>Adding animation<br>Adding transition effects<br>Playing the slideshow                    |