



Computer Training Courses

MS Word, Excel and PowerPoint Courses at a Beginning/Intermediate Level

Customized Solutions

MS Word

Students will learn how to and become proficient at using...

- Basic components of Word window and toolbars
- Basic Word functions: save, save as, open, print, formatting
- Editing techniques, spell check, autocorrect, grammar check
- Word to create and edit letters, memos reports in different styles
- Word Art, Clip Art and AutoShapes to create flyers
- Understand concepts of Table, Line/Paragraph spacing and Tab Stop settings

MS Excel

Students will learn how to and become proficient at...

- Basic components of workbook/worksheet
- Basic Excel functions: save, save as, open, print, formatting
- Data entries and editing techniques; format cells and numbers
- Formulas and basic financial functions
- Inserting/deleting columns/rows
- Creating and modifying charts – Line, Pie, Bar, Column
- Modifying a large worksheet – page break, Print Preview and page number displayed in header/footer

MS PowerPoint

Students will learn how to and become proficient at...

- Creating a presentation using Design Templates and AutoContent Wizard
- Saving a presentation in multiple formats
- Designing and modifying presentations by using editing tools and task panes including Slide Layout, Clip Arts, Transition, etc.
- Managing Clip Art, Drawing Objects and presentation tools
- Working with charts, tables
- Integrating objects from Word and Excel into PowerPoint