

Certificate in Office Automation



MICROSOFT WORD 2016

- **Getting to Know Word 2016**
 - Exploring the Word Interface
 - Exploring the Ribbon and tabs
 - Understanding the File menu
 - Creating Your First Document
 - Saving and Opening Documents
 - Moving with the mouse
 - Moving with the keyboard
 - Changing the Onscreen View
 - Changing views
- **Editing Text**
 - Inserting new text
 - Selecting text with the mouse or keyboard
 - Rearranging text with Cut, Copy, and Paste
 - Finding and replacing text
 - Undoing and redoing actions
 - Check spelling
- **Formatting Text**
 - Introduction to fonts
 - Choosing the right font and font style
 - Changing text case
 - Adding pizzazz with special text effects
- **Using Paragraph Formatting**
 - Changing paragraph alignment and justification
 - Adjusting line spacing
 - Keeping text together across page breaks
- **Formatting Pages**
 - Changing page size, margins, and orientation
 - Using headers, footers, and page numbers
 - Organizing a document with sections
 - Adding page backgrounds, borders, and watermarks
- **Creating Bulleted and Numbered Lists**
 - Creating a bulleted or numbered list
 - Changing the format of a bulleted or numbered list
 - Creating levels in a list
 - Creating a multilevel list with styles
- **Working with Tables**
 - Creating new tables from scratch
 - Converting existing text to a table
 - Formatting table appearance
 - Adding and removing columns and rows
 - Sorting data in a table
 - Merging and splitting cells
 - Converting a table to text
- **Illustrating Your Documents**
 - Illustrating with pictures, shapes, and clip art
 - Positioning and cropping graphics
 - Using a table to organize text and graphics
 - Applying special effects to graphics
 - Adjusting photos in a document
 - Illustrating with WordArt
 - Inserting online video into a document
 - Diagramming with SmartArt
 - Inserting screenshots
 - Inserting a chart

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MICROSOFT EXCEL 2016

- **Getting Started with Excel 2016**
 - Using the menu system
 - The structure of a worksheet or workbook
 - Using the Formula bar
 - Using the Status bar
 - Navigation and mouse pointers
 - Shortcut menus and the Mini toolbar
 - Creating new files
- **Entering Data**
 - Exploring data entry and editing techniques
 - Entering data with AutoFill
 - Working with dates and times
 - Using Undo and Redo
 - Adding comments
 - Using Save or Save As
- **Using Formulas and Functions**
 - Creating simple formulas: Totals and averages
 - Copying a formula for adjacent cells
 - Calculating year-to-date profits
 - Creating a percentage-increase formula
 - Working with relative, absolute, and mixed references
 - Using SUM and AVERAGE
 - Using other common functions
- **Formatting**
 - Exploring font styles and effects
 - Adjusting row heights and column widths
 - Working with alignment and Wrap Text
 - Designing borders
 - Exploring numeric and special formatting
 - Formatting numbers and dates
 - Conditional formatting
 - Creating and using tables
 - Inserting shapes, arrows, and other visual features
- **Adjusting Worksheet Layout and Data**
 - Inserting and deleting rows and columns
 - Hiding and un-hiding rows and columns
 - Moving, copying, and inserting data
 - Finding and replacing data
- **Introduction to Charting**
 - Creating charts
 - Exploring chart types
 - Formatting charts
 - Working with axes, labels, gridlines, and other chart elements
 - Creating in-cell charts with sparklines
- **Adjusting Worksheet Views**
 - Freezing and un-freezing panes
 - Splitting screens horizontally and vertically
 - Showing necessary information with the Outlining feature
- **Power Functions**
 - Apply functions in formulas
 - Using nested functions
 - Using the IF, AND, and OR functions
 - Using the SUMIFS, AVERAGEIFS, COUNTIF and COUNTIFS family of functions
- **Printing**
 - Exploring the Page Layout tab and view
 - Previewing page breaks
 - Working with Page Setup and printing controls

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MICROSOFT POWERPOINT 2016

- Working with Presentations
 - Creating a presentation from scratch and saving
 - Creating a presentation from a template or theme
 - Changing themes
 - Controlling the look of your presentation with slide masters
 - Adding a header and footer
 - Working with file options using Backstage view
- Working with Slides
 - Adding and removing slides
 - Changing the slide layout
 - Organizing slides into sections
 - Rearranging slides
- Adding Pictures to Slides
 - Adding pictures and clip art
 - Aligning objects using guides
 - Formatting and adding effects to pictures
 - Understanding object layering
 - Removing the background from pictures
 - Matching a logo's color to the PowerPoint color palettes using the Eyedropper tool
 - Inserting screenshots into a presentation
- Adding Content to Slides
 - Working with bullet points
 - Using Outline mode to edit content directly
 - Formatting text and creating WordArt
 - Working with text boxes
 - Creating and formatting tables
 - Inserting tables from Excel
 - Using the research, language, and thesaurus tools
- Adding Shapes, Diagrams, and Charts to Slides
 - Adding shapes
 - Formatting shapes
 - Cropping a picture to a shape
 - Merging shapes to create your own graphics
 - Creating and formatting charts
 - Using SmartArt to create diagrams
 - Adding equations
- Preparing the Presentation
 - Checking spelling
 - Adding speaker notes
 - Editing and printing handout masters
 - Rehearsing a presentation
 - Adding and viewing comments
 - Reviewing and comparing changes with coworkers
- Delivering Your Presentation
 - Running a slideshow
 - Using Presenter view
 - Annotating, highlighting, zooming, and jumping to different sections or slides during a slideshow
- Reusing and Sharing Presentations
 - Saving a custom theme
 - Saving a presentation as a template
 - Printing a presentation
 - Recording and narrating a slideshow
 - Saving your presentation as a video
 - Exporting the presentation as a PDF or JPEG
 - Sending the presentation via email
 - Inspecting a presentation for stray comments
 - Presenting live online
 - Packaging the presentation for use on another computer



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INTERNET

▪ Overview of Internet

- Describe the features of the Internet
- Types of Internet Connections (Cable net, DSL, Wi-Fi)

▪ Internet Browser

- Web Browsers (Internet Explorer, Firefox, Chrome browser etc.)
- Getting Started with MS Internet Explorer
- The Main Explorer Window
- Toolbar Buttons
- The Address/Links Window
- The Status Bar
- Starting Internet Browser
- Typing an Address
- Refreshing the Page
- Forward and Backward
- Printing a Web Page
- Saving a Web Address
- The Home Button

▪ Searching for Information on the Web

- How Search Engines Work
- Smart Search Engines (Google, Yahoo etc)
- Using the Search Engine (Google)
- Getting to Google (toolbars, search box, other Google features)
- How to Search information with help of Search engine

▪ Electronic Mail

- What is E-mail Addresses
- Creating E-mail Address on Yahoo/Gmail Mail
- Introduction to Outlook Express
- The Yahoo/Gmail Screen
- Yahoo/Gmail Mail
- Creating an Outgoing Message
- Viewing Sent Messages
- Receiving E-mail Messages
- Replying to and Forwarding Received Messages
- Deleting Messages
- Filing e-mail Messages
- Sorting e-mail Messages
- Address Lists
- Attaching files to e-mail messages
- Reading an Attached File E-mail Tips
- E-Mail Account setting in outlook Express

