

Microsoft All-In-One

Course Outline

Duration: 5 Days

Prerequisites: None

Audience: Anyone looking to advance their skills on Microsoft tools

Overview:

The Microsoft All-In-One course is designed for the new user to Microsoft applications and general computer usage. This course will teach you the essential skills on Windows and Microsoft Office to ensure that you can successfully operate these applications on a daily basis.

Experience learning made easy - and quickly teach yourself the essentials of working with Windows 10. Step by step, you set the pace - building and practicing the skills you need to work with Windows 10 together with Microsoft Office Package including Microsoft Word, Excel, PowerPoint, and Outlook, an all-in-one combined course that entails all necessary information one needs to know to work with Windows.

Topics Covered:

Microsoft All-In-One (5 day)

<ul style="list-style-type: none"> • Introduction to Basic Computing and Using Windows 10 • Microsoft Word 2016 Essentials • Microsoft Outlook 2016 Essentials • PowerPoint 2016 Essentials • Microsoft Excel 2016 Essentials 	<p>With this course you will gain the on the use of the Microsoft Office packages. You will be able to create documents, professional reports, newsletters and resumes along with business correspondence with Microsoft Word. With Microsoft Excel you will gain the knowledge on how to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. And with PowerPoint learn how to create, edit, and enhance slideshow presentations for professional looking sales presentations, employee training and instructional materials. When it comes to Microsoft Outlook we will teach you how to maximize the use of features Outlook has to offer. You will learn how enhance professional correspondence, create calendars and schedule appointments. By the end you will be able to maintain a calendar across time zones and schedule tasks for a variety of purposes and situations including sending emails for marketing campaigns, planning staff meetings, and assigning action items for those meetings.</p>
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