



Basic Training Outline

This is the basic training outline. The training can be provided in a classroom environment or it can be conducted on an individual basis. All training can be customized to specific areas of interest by adding or removing topics that are of interest to each client.

Microsoft Word

Microsoft Word is a powerful word processing program written and distributed by Microsoft. Microsoft Word includes a thesaurus, spell checker, grammar checker, table editor, mail merge, and other powerful features. The lessons included in our Basic tutorial are:

- Starting Word, creating, and opening a new document
- Saving as a number of different formats
- Spell Checking
- Formatting text
- Correcting Mistakes
- Using tables
- Inserting color, images and clip art
- Saving your work and Closing
- Printing
- Working with Toolbars, Multiple Windows and Menus

Microsoft Excel

Microsoft Excel is an electronic spreadsheet that enables you to create worksheets for data entry, to make calculations and to manage a database. A spreadsheet contains worksheets, which are like pieces of blank graph paper. These worksheets comprise columns and rows of cells into which you can enter data. Excel is also a useful tool when preparing graphs detailing the results of your calculations. With Excel, you can perform many types of financial, statistical or logical calculations. Excel is easy to use; it has helpful tools that effectively and quickly perform calculations that may have seemed impossible. The lessons included in our Basic tutorial are:

- Creating a new Worksheet and Workbook
- Labels
- Formatting rows and columns
- Spell Checking
- Using Auto Sum
- Using different number types
- Using basic formulas and functions
- Charts
- Saving your work and Closing
- Printing and selecting print areas



Microsoft PowerPoint

Microsoft PowerPoint is a presentation program. It is used by business people, educators, student and trainers and has become the world's most widely used presentation program. The lessons included in our Basic tutorial are:

- Start a new presentation
- Choose a theme
- Tailor the theme
- Add slides, pick layouts
- Insert a picture
- Insert a text box caption
- Insert an organization chart
- Apply a simple animation
- Setup the show, check spelling and review
- Print, distribute and set program options

Microsoft Outlook

Microsoft Outlook is a program in the Microsoft Office Suite that can be used for e-mail, appointment and task scheduling, and recording of personal and business contacts. The lessons included in our Basic tutorial are:

- Understanding the standard email folders
- Reading and writing email messages
- Attaching a file to an email message
- Viewing an attachment
- Replying to an forwarding email messages
- Adding contacts to your address book
- Using Calendar features
- Creating email folders
- Moving messages to another folder
- Printing email messages

Microsoft Project

Microsoft Project is a program used to track tasks, resources and time. These are interrelated and any change to one has an effect on the other two. Whenever you make any changes, the affect of those changes will become instantly visible through graphical presentation of your project. The lessons included in our Basic tutorial are:

- Creating a new project
- Entering Task information
- Creating sub tasks
- Entering resource information
- Assigning Resources
- Adjusting your calendar
- Different graphical views
- Project reports