Microsoft Office Package

DESCRIPTION:

Amongst the various applications developed under Microsoft Suite of products, Microsoft Office Package training offered at CSTI includes Microsoft Word, Excel and PowerPoint. With the growth of computers in the work environments, these productivity tools enable employees to increase their efficiency and productivity at work, promoting a result oriented workplace. These software and tools assist immensely in improved planning and strategic management, enhanced record management and data analysis as well as innovative knowledge management.

OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- work with data
- perform basic calculations with default functions and formulae
- use data validation and protection tools
- use templates available
- produce charts and present data in pivot tables
- print data correctly
- develop efficiency through the use of excel
- work with MS Word 2010 effectively
- create and edit letters, memos and reports
- edit and format pictures
- create, edit and format documents
- create mail merge and use mail merge to email documents
- create presentations with specific design theme
- apply animations to objects and transitions to slides
- know techniques for delivering effective presentations
- know how to setup MS Outlook 2010
- send , receive and manage emails in MS Outlook
- schedule meetings in outlook
- add and manage contacts in outlook
- Create and manage Note books with different media elements

TRAINING CODE:
MSOIT20

DURATION:
20 hours or 15 hours

MODE OF DELIVERY
- presentations
- group discussions
- practical exercises
- self-assessing exercises

DESIGNED FOR:
This training is ideal for administrative staff who are new on computers and need to learn the basic usage of computers.

- Level 2
- Level 3

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OUTLINE:

- Working in and with an excel workbook
- Accessing and using excel templates
- Entering and editing data in a worksheet
- Using data types
- Saving the workbook
- Inserting, deleting and formatting cells
- Working with rows and columns
- Working with multiple worksheets
- Finding, sorting and filtering data
- Building formulas
- Data functions and data validation
- Pivot tables and charts
- Excel solver macros
- Security and privacy features
- Importing data, formatting and modifying charts
- Working in Dhivehi language

- Document creation
- Saving, printing and closing a document
- Editing and formatting text
- Creating bulleted and numbered lists
- Setting and modifying tabs
- Formatting documents
- Margins and page setup
- Creating, formatting and
- modifying tables
- Inserting and formatting pictures, shapes and clip art, graphics and charts
- Mail merging
- Working in Dhivehi language

- Creating new presentations
- Working with existing presentations
- Selecting different themes and layouts
- Using different features in MS PowerPoint
- Delivering a presentation
- Outlook account configuration
- Creating, sending and responding to e-mail messages
- Formatting and personalising messages
- Working with attachments