Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

637,40 €

PRICE INCL. VAT

784,00 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

MS Office I. - Key Skills

Clear overview of course topics, training scope and key information.

The MS Office course is intended for all interested participants who want to acquire basic IT skills with the aim of finding employment in the labor market not only in administration, but also in other sectors where basic computer skills are required. Only the start of the course is listed in the date; we will inform you about the other dates. The package includes the courses: MS Word II. with a duration of 2 days MS Excel I. with a duration of 2 days MS Excel II. with a duration of 2 days MS PowerPoint in Practice with a duration of 1 day

COURSE CONTENT

01 **MS WORD Program and Working Environment Settings in Microsoft Word**

toolbars automatic saving display options spelling and working with dictionaries automatic correction options etc.

02 **Document Formatting in Microsoft Word**

font, paragraphs, tabs and indents borders and shading bullets and numbering page format

03 **Styles in MS Word and Their Use**

automatically saved formats editing styles creating your own style outline levels replacing direct formatting with styles

04 **Multilevel Numbering in MS Word**

basic use and control setting properties for each level possibilities of use when working with styles

05 **Working with Tables in Word**

table design editing the table range and format converting text - table and table - text automatic table format

Macrosoft

Vzdelávanie s trvalým efektom

06 **Editing an Extensive Document in Word**

creating a document outline, generating a document table of contents

07 **Other Microsoft Word Functions**

working with columns page numbering line numbering watermark

08 **Printing a Document**

settings before printing creating a document header and footer

09 **Discussion and Conclusion**

10 **MS EXCEL**

Excel window: title bar, Ribbon, division of the Ribbon into individual tabs and groups, name box, formula bar, workspace, status bar

11 **Basic Terms and Operations**

column, row, cell, worksheet and workbook cell cursor, its Edit and Enter modes working with a cell: entering data and formulas setting column width and row height selecting larger continuous and non-continuous ranges opening a file, saving a file in xlsx and xls formats inserting and deleting rows and columns, hiding and unhiding rows and columns print preview, zoom

12 **Working with Worksheets**

creating and deleting worksheets renaming, moving and copying worksheets color differentiation of worksheets

13 **Visual Processing of Tables (Formatting)**

basic formatting of text and cell, superscript and subscript filling cells with one color, gradient and pattern table borders using quick options, drawing or the Format Cells window automatic table format merging cells, aligning text number formatting, use of categories: General, Number, Currency, Accounting, Date, Text difference between the Currency and Accounting categories

Macrosoft

Vzdelávanie s trvalým efektom

14

Working with Formulas and Basic Functions

cell names entering formulas, difference between cell names and constants in formulas, advantages of using names relative reference, copying formulas, preserving table formatting after copying formulas basic functions: sum, average, count, maximum and minimum use of functions for non-continuous ranges, reading functions from the formula bar

15

Copying, Automatic Series

different ways of copying through the Paste Special menu and Clipboard group creating linear series, dates, names of weekdays and months

16

Working with Data Tables

sorting data filtering data, filtering based on a condition, searching

17

MS POWERPOINT Working with Slides

creating slides adding new slides selecting and laying out a slide title and content writing text inserting slides from another presentation creating notes

18

Selecting a Theme and Adding Other Content

background design color scheme font types and sizes placeholder positions inserting pictures and objects editing and arranging slides creating, saving and using your own template checking, printing and preparing a presentation preview on a computer spell checking, adding comments printing handouts and notes adding footer text to handouts and notes color options for printing packaging the presentation, discussion and conclusion Discussion and conclusion

---

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/ms-office-i-key-skills