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Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

967,48 €

PRICE INCL. VAT

1 190,00 €

including 23 % VAT

PDF SYLLABUS

MS Office I - Complex Skills

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

The MS Office I - Complex Skills with AI course is intended for all interested participants who want to acquire basic IT skills with the aim of finding employment on the labor market not only in administration, but also in other sectors where basic computer skills are required. The MS Office I - Complex Skills package includes courses: MS Word I and II with a scope of 3 days MS Excel I with a scope of 2 days MS Excel II with a scope of 2 days MS Outlook I with a scope of 1 day MS PowerPoint I with a scope of 1 day MS PowerPoint II with a scope of 1 day The course start is shown in the date; we will inform you about the other dates.

COURSE CONTENT

01

MS WORD

Familiarization with the Microsoft Word environment ribbon, ruler, workspace, status bar keyboard language settings using help Working with text typing, editing copying, deleting and moving text inserting and deleting blank lines

02

Text Formatting

Font type and size, bold and underlined font, italics, superscript and subscript text color and shading clearing formatting error checking

03

Working with Paragraphs

paragraph settings indents tabs single-level bullets and numbering

04

Working with Tables

creating a table and entering data editing a table

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05

Working with a Document

page setup - margins, orientation, format print settings and print preview saving a document

06

MS EXCEL

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

07

Basic Concepts and Tasks

column, row, cell, sheet 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 areas 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

08

Working with Sheets

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

09

Visual Processing of Tables (Formatting)

basic text and cell formatting, 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, text alignment number formatting, use of categories: General, Number, Currency, Accounting, Date, Text difference between Currency and Accounting categories

10

Working with Formulas and Basic Functions

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

11

Copying, Automatic Series

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

12

Working with Data Tables

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

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13

MS Excel Pivot Tables

Basic rules for working with tables in Excel, recapitulation of functional options working with a database as a source for a pivot table

14

Creating a Pivot Table

working with row, column and page fields and the data area

15

Modifying a Pivot Table

setting properties of the table value field setting properties of the table description field setting properties of the whole table formatting the table using automatic format working with a calculated field of the pivot table display in sheets using the page field

16

Creating a Pivot Chart

chart formatting selected numeric formats of axes changing axis ranges adding data and data series to a chart changing chart type access to external data sources, multiple consolidation ranges

17

Options for Automating Data Processing

creating a macro - running a data query and subsequent processing by a pivot table, creating a predefined chart and using it discussion conclusion

18

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

19

Selecting a Theme and Adding More Content

background design color scheme font types and sizes placeholder positions inserting images and objects editing and arranging slides creating, saving and using your own template checking, printing and preparing a presentation preview on a computer spell check, adding comments printing handouts and notes adding footer text to handouts and notes color options for printing packaging the presentation, 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/office-1-complex-skills