Macrosoft

*Vzdelávanie s trvalým efektom*

DOCUMENT

Course syllabus

CATEGORY

**MS Office courses**

TRAINING FORMAT

**In Bratislava or online with a lecturer**

PRICE EXCL. VAT

**428,00 €**

PRICE INCL. VAT

**526,44 €**

including 23 % VAT



PDF SYLLABUS

# MS Office in Practice - Word, Excel, PowerPoint, Outlook

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

The MS Office in Practice course is intended for moderately advanced users who want to deepen their skills when working in the Windows and Microsoft Office environment. The package includes the courses: MS Word in Practice, 1 day; MS Excel in Practice, 1 day; MS PowerPoint in Practice, 1 day; MS Outlook in Practice, 1 day.

## COURSE CONTENT

01 **Microsoft Word Practical Exercises**

Overview of functional options, operation of MS Word, opening a new document, saving to a folder, renaming

02 **Rules for Writing Text in Word**

Inserting text, corrections; selecting text, tips and tricks in MS Word, automatic corrections

03 **Text Formatting in Word**

Page layout, formatting using toolbar icons, font, paragraphs, tabs, bullets and numbering, print settings and printing documents

04 **Microsoft Excel Practical Examples and Exercises**

Overview of functional options, tips and tricks in Excel

05 **Cell Formatting**

Formatting using toolbar icons, automatic format)

06

### Calculations in Tables

Basics of working with a table as a data source, sorting data, selecting data using a filter, basic functions in MS Excel (sum, average, minimum, maximum)

07

### Working with Multiple Worksheets and Workbooks

Naming, renaming, referencing, loading and working with data from external sources

08

### Charts - Chart Types in Microsoft Excel

Creating charts, editing and formatting

09

### Practical Exercises in Microsoft PowerPoint

Description of the PowerPoint working environment, creating, opening and saving a presentation in MS PowerPoint, working with different presentation views

10

### Creating a Presentation in MS PowerPoint

Changing presentation appearance, working with templates and color schemes, manual formatting - advantages, disadvantages, creating, saving and using a custom template

11

### Working with Slides

Selecting a suitable slide type, changing the slide type, working with text in MS PowerPoint, drawing and working with objects, working with tables and charts, working with diagrams and imported graphics, OLE, DDE, updating links, using hyperlinks, animations and transition effects in PowerPoint, working with data stored in another presentation or in MS Word, arranging a presentation in outline form, flowcharts, organizational charts, WordArt, creating notes and handout pages, discussion, conclusion

12

### Options and Use of Microsoft Outlook

13

### Microsoft Outlook Electronic Mail

Receiving, displaying and printing new messages, replying to a message, forwarding a message, working with attachments, message format, inserting signatures, setting rules for sending messages, sorting received mail

**Macrosoft**

*Vzdelávanie s trvalým efektom*

**14** **MS Outlook Address Book**

Display, description of possible address books, searching, creating new records and distribution lists, contacts (inserting, editing, customizing the Contacts folder, using a visitcard)

**15** **MS Outlook Calendar**

Planning, displaying meetings, event reminders

**16** **Tasks in MS Outlook**

Entering, editing, checking, assigning, deleting

**17** **Notes**

Working with the MS Outlook Journal, working with notes, discussion, 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-in-practice-package