Computer

Skills

- Outline -

CIS
Group

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Computer Skills

By the end of the second part, the trainees will be able to:

- Demonstrate the use of Microsoft Word, Excel and Outlook.
- Explain and demonstrate how a user can manipulate folders to organize files on a disk and online.
- Create and modify word processing, spreadsheet, and emails using appropriate features of the selected application.

Title	Topics	N. of Hours
General Concepts	• Hardware, Software, Information Technology • Types of Computers • Main Parts of a Personal Computer • Computer Performance	
Microsoft Office Word		
Microsoft Word: **GETTING STARTED WITH WORD**	• Exploring the Word Interface • Working with Word Views • Navigating through Documents • Selecting Document Content • Using the Navigation Pane & Enhanced Search • Converting & Saving Files	

SETTING UP THE DOCUMENT
    Configuring Paper Size, Orientation & Margins
    Working with Document Themes
    Adding Page Borders, Colors & Watermarks
	• Configuring Paper Size, Orientation & Margins
	• Working with Document Themes
	• Adding Page Borders, Colors & Watermarks
		12

APPLYING CHARACTER FORMATTING	• Aligning Text in a Document • Copying/Pasting Text, Using Placeholder Text & Importing Text • Font Formatting Basics • Drop Caps, Ligatures, Number Formats & Stylistic Sets	
APPLYING PARAGRAPH FORMATTING	• Nonprinting Characters & Paragraph Marks • Aligning Paragraphs • Indenting Paragraphs • Line & Paragraph Spacing • Accessing Advanced Paragraph Formatting • Managing Paragraph & Page Breaks • Controlling Hyphenation • Working with Tabs & the Ruler • Working with the Tabs Dialog Box	
LEVERAGING THE POWER OF STYLES	• Styles 101 • Identifying, Clearing & Copying Styles • Applying Built-in Styles • Customizing Basic Styles • The Style Inspector & Reveal Formatting • Importing, Managing & Deleting Styles	

ADDING OTHER CONTENT	• Bulleted & Numbered Lists • Customizing Bulleted Lists • Customizing Numbered Lists • Creating Tables • Converting Text to Tables • Adding Excel Spreadsheets • Manipulating Table Structure • Sorting Text • Formatting Tables • Adding Charts • Images, WordArt & SmartArt	18
OPTIMIZING LONG DOCUMENTS	• Adding Cover Pages • Using Sections & Breaks • Formatting with Columns • Working with Hyperlinks • A Word about Master Documents • Manipulating Content in Outline View • Managing Headers & Footers • Working with Footers in Complex Documents • Saving & Accessing Quick Parts	
ENHANCING THROUGH REFERENCES	• Generating a Table of Contents • Inserting Cross-references • Inserting a Table of Figures • Footnotes, Bibliographies & Table of Authorities • Configuring the Index	
FINALIZING DOCUMENTS & MAIL MERGE	• • Proofing Text & Compressing Images in a Document • Protecting Word Documents • Creating a Mail Merge • Adding Mail Merge Rules • Saving Templates • Completing a Mail Merge • Credits	
Microsoft Excel 2010		
GETTING COMFORTABLE WITH EXCEL	• Introducing Excel • Recognizing Interface Features Unique to Excel • Understanding Workbook Structure • Navigating through Workbooks • Making Workbook Selections	
THE BASICS OF DATA	• Entering Text • Entering Dates & Numbers • Editing Cell Entries • Copying & Moving Data • Filling a Series	
MANAGING WORKBOOK STRUCTURE	• Modifying Workbook & Worksheet Structure	

	• Resizing Worksheet Elements • Hiding Workbook Components	
CREATING FORMULAS	• Excel Calculations 101 • Entering Formulas • Enforcing Absolute Referencing • Controlling Calculation Options • Troubleshooting an Unattended Installation • Troubleshooting the Boot Process	
THE BASICS OF FUNCTIONS	• The Foundation of Functions • Using AutoSum & the Formulas Tab • Using Function AutoComplete	
WHAT'S IN A NAME?	• Creating Named Cells • Defining Names • Creating Names from Selections • Creating Named Formulas • Using Names as References • Managing & Displaying Names	
MAKING DATA LOOK GOOD	• Applying Basic Formatting • Formatting Numbers • Exploring the Format Cells Dialog Box • Denning Custom Formats • Creating & Applying Cell Styles • Conditional Formatting • Applying & Editing Conditional Formatting Rules	
Microsoft Outlook 2010		
INTRODUCING OUTLOOK 2010	• What is Outlook? • Understanding E-mail Communication • Viewing & Adding E-mail Accounts • Using Outlook with Microsoft Exchange • Understanding Outlook Data Files • Customizing Outlook Today • Using the To-Do Bar	5
COMPOSING BASIC E-MAIL	• Understanding E-Mail Formats • Addressing & Subject Lines • Setting Message Options • Adding Signatures • Including Attachments • Taking Advantage of Quick Steps	
CREATING MORE ELEGANT E-MAIL	• Creating Messages with Stationery & Themes • Using Tables, Images, Quick Parts & Hyperlinks in Messages • Reviewing Messages • Modifying Default E-Mail Options	

KEEPING TRACK OF CONTACTS	• Creating Contacts • Customizing Business Cards • Creating Contact Groups • Using the People Pane & the Outlook Social Connector	
MANAGING INCOMING MESSAGES	• Setting Automatic Replies & Controlling Send/Receive • Managing Inbox Views • Working with Attachments • Replying to & Forwarding Messages • Flagging Messages & Setting Up Reminders • Resending, Tracking & Recalling Sent Messages • Managing Junk Mail	
MANAGING OUTLOOK FOLDERS	• Searching through E-mail • Creating Additional Folders • Moving Messages Manually & with Rules • Deleting Items & Managing Mailbox Size • Archiving	
STAYING ORGANIZED WITH THE CALENDAR	• Calendar Views • Setting Calendar Defaults • Creating Appointments & Events • Forwarding & Moving Appointments, The Reminders Window • Creating Recurring Items • Assigning & Customizing Color Categories • Organizing & Scheduling Meetings • Responding to, Contacting Attendees, Tracking & Canceling Meetings • Sharing & Viewing Calendars	
GETTING THINGS DONE WITH TASKS	• Creating Notes & Tasks • Assigning Tasks & Adding Them to the Calendar • Credits	
Total Number of Hours		35