

MS OFFICE BASIC

Word, Excel, PowerPoint

**WE ARE
COMMITTED
TO PROVIDE
100% QUALITY
TRAINING
TO ALL...**



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COURSE OVERVIEW

MS Office Basic course is mainly focusing on people who do not have any knowledge in computer. This course deals with basics of computer and basics of Microsoft applications such as Word, Excel and PowerPoint. Students will learn how to create and manage Word documents by using MS Word application. Students will also be able to organise and analyse the data in tables, perform simple calculations, create graphs and charts using MS Excel. This course will also provide the students a basic understanding of Internet and emailing.

Entry Requirement : Basic computer knowledge
Course Duration : 15 hrs.
Mode of Training : Face to face Instructor led Training



COURSE CONTENT

Module 1 MS windows & computer basics

Computer basic, creating folder,
Directories, input units, output unit
Central processing units,
What is hard ware, what is soft ware
Windows short cut keys

MS WORD

Module 2 Text formatting and saving file

Editing text: cut, copy, paste, select all,
formatting text: font size, font style
Font color, use the bold, italic, and
Underline, change the text case
Line spacing, paragraph spacing
Shading text and paragraph
Working with tabs and indents

Module 3 Working with objects

Shapes, clipart and picture,
Word art, smart art
Add columns to a document
Change the order of objects
Page number, date & time
Inserting text boxes, inserting word art
Inserting symbols, inserting chart

Module 4 Header & footers

Inserting header & footer
Customising header and footer
Inserting objects in the header and footer
Add section break to a document
Inserting page numbers

Module 5

Working with bullets & numbering

Multilevel numbering and bulleting
Creating list
Customizing list style
Shading paragraph
Bordering paragraph
Page bordering
Page background

Module 6

Tables

Working with tables
Table formatting
Table styles
Alignment option
Merge and split option

Module 7

Proofing & printing

Check spelling as you type.
Mark grammar errors as you type.
Setting autocorrect options
Page setup, setting margins,
Print preview, print.

MS EXCEL

Module 8

Introduction to excel

Introduction to Excel interface
Understanding rows and columns
Adding and deleting new worksheet
Working with excel workbook and sheets
Understanding cell referencing
Introduction to Excel interface
Understanding rows and columns
Adding and deleting new worksheet
Working with excel workbook and sheets
Understanding cell referencing

Module 9

Formatting excel work book

New, open, close, save, save as
Formatting text: font size, font style
Font color, use the bold, italic, and underline
Wrap text, merge and centre
Currency, accounting and other formats
Modifying columns, rows & cells

Module 10

Perform Calculations with Functions

Creating Simple Formulas
Setting up your own formula
Calculations between worksheets
Mathematical Functions
Statistical Functions
Date and Time Functions
Text Functions

Module 11

Cell referencing

Relative cell referencing
Absolute Cell referencing
Using Cell references in formulas
Doing quick calculations with Cell referencing
Mixed cell referencing

Module 12

Sort and filter data with excel

Sort and filtering data
Using number filter, Text filter
Custom sort and filtering
Removing filters from columns
Using Conditional formatting
Modifying and deleting rules
Creating custom rules

Module 13

Create Effective Charts

Inserting Column, Pie chart etc.
Create an effective chart with Chart Tool
Design, Format, and Layout options
Adding chart title, Changing layouts
Chart styles, Editing chart data range
Editing data series, Changing chart types
Moving chart to a new worksheet

MS POWERPOINT

Module 14

Setting up powerpoint environment

New, open, close, save, save as
Typing the text, alignment of text
Formatting text: font size, font style
Font color, use the bold, italic, and underline
Cut, copy, paste, select all, clear text
Find & replace
working with tabs and indents

Module 15

Creating slides & applying themes

Inserting new slide
Changing layout of slides
Duplicating slides
Copying and pasting slide
Applying themes to the slide layout
Changing theme color
Formatting slide background
Using slide views

Module 16

Working with bullets & numbering

Multilevel numbering and bulleting
Creating list
Page bordering
Page background
Aligning text
Text directions
Columns option

Module 17

Working with objects

Shapes, clipart and picture,
word art, smart art
Change the order of objects
Inserting slide header and footer
Inserting text boxes, inserting word art
Inserting shapes, using quick styles
Inserting symbols, inserting chart
Inserting tables

Module 18

Animation and slide transition

Default animation, custom animation
Modify a default or custom animation
Reorder animation using transitions
Apply a slide transition, modifying a
Transition, advancing to the next slide

Module 19

Slide show option

Start slide show
Start show from the current slide
Rehearse timing
Creating custom slide show

Module 20

Saving & printing

Save as video
Save as jpeg files
Save as powerpoint show file
Print preview, print

Module 21

Internet & email

What is internet?,
Receiving incoming messages
Sending outgoing messages, email addressing
Email attachments, browsing, search engines

FUNDING AVAILABLE

SkillsFuture Credit

The Singapore Government provides SkillsFuture Credits to all Singaporeans self sponsored (above 25 years) to enhance their knowledge and skills by attending training programs in Singapore.

The Skills Development Fund (SDF)

The Skills Development Fund support is used to support workforce upgrading programmes and to provide training grants to companies when they send their employees to attend training. The SDF is administrated by the SkillsFuture Singapore Agency (SSG).

STUDENT'S TESTIMONIAL

MS Office

"I will encourage everyone to come for the Ms Office Basic course as the lessons are relevant to work. Teachers are willing to teach until I understood my work".

**Odin Marine (Singapore) Pte Ltd,
Admin Assistant**

MS Word

"Next time I want to do another computer course I will definitely consider G-Tec".

Homemaker, Singapore

C#.NET Programming

"G-TEC provides a good trainer qualified. It was a good learning experience in G-TEC for C#.net".

**Software Test Engineer
Emerson Process Management**

Java/Java EE Programming

"The Java/J2ee course material was well presented and very helpful for my work.

I really got a great amount out of it. The one to one training was excellent. It met all my expectations. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! "

Sylvia Lawrence , IBM , IT Professional

Since 2008

Corporate Clients 1200+

Professionals Trained 4500+



COMPANY PROFILE

What We do:

G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.

Who are our Customers:

We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 1.5 million students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.

Where we are :

G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran, Malaysia, Saudi Arabia, Bahrain and Ghana.

Our Goal and Focus :

Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

OUR POPULAR COURSES

Office Skills

MS Excel
Excel Advanced
MS Powerpoint
MS Access

Programming

Java - Java EE
.NET (C# & Asp)
C++
Python

Multimedia

Interior Design
Autocad
Web designing
Digital Architect

OUR SERVICE OFFERING

- ▶ Software Training
- ▶ Onsite Training
- ▶ Customised Corporate Training
- ▶ Knowledge Consulting
- ▶ Online Training
- ▶ Project Training

OUR LOCATION



Nearest MRT

Dhoby Ghaut-Exit A
Little India-Exit A
Bencoolen-Exit B

Bus Services

64, 65, 131, 139, 147,
166, 857

Nearest Bus Stop

Peace Centre: 07011

G-TEC COMPUTER EDUCATION CENTRE

"Registered with Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)"

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