

# MS OFFICE INTERMEDIATE

Word, Excel, PowerPoint

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



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# COURSE OVERVIEW

Microsoft office Intermediate course is designed for those users who wish to improve their current knowledge on Word, Excel and PowerPoint and take advantage of the more complex features. Intermediate level of MS Word will deal with mail merge, labels, envelopes and preparing table of content and more features of word. Students will also be able to create and format charts, work effectively with multiple sheets in workbooks, creating pivot table and will be able to use lookup functions and conditional summary functions using Excel. At the end of the course, students will also get proficient in presenting and communicating information efficiently and attractively using PowerPoint presentation. This course also deals with advanced delivery options, customising your workspace and linking your presentation with both excel and word files.

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



# COURSE CONTENT

## MS WORD

### Module 1 Working with objects

Shapes, clipart and picture, word art, smart art  
Columns and orderings  
Change the order of objects  
Page number, date & time  
Inserting text boxes  
Inserting word art  
Inserting symbols  
Inserting chart

### Module 2 Header & footers

Inserting custom header and footer  
Inserting objects in the header and footer  
Add section break to a document

### Module 3 Tables

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

### Module 4 Styles and content

Using build- in styles, modifying styles  
Creating styles, creating a list style  
Table of contents and references  
Adding internal references  
Adding a footnote  
Adding endnote

## **Module 5**

### **Merging documents**

Typing new address list  
Importing address list from excel file  
Write and insert field  
Preview result  
Finish & merge options  
Merging with outlook contact  
Merging to envelopes  
Merging to label  
Setting rules for merges

## **Module 6**

### **Sharing and maintaining document**

Changing word options  
Changing the proofing tools  
Managing templates  
Restricting document access  
Using protected view  
Working with templates  
Managing templates  
Understanding building blocks

## **Module 7**

### **Proofing the document**

Check spelling as you type.  
Mark grammar errors as you type.  
Setting autocorrect options  
Remove the appropriate check marks  
Or disable any unwanted features.

# MS EXCEL

## **Module 8**

### **Perform Calculations with Functions**

Setting up your own formula  
Calculations between worksheets  
Mathematical Functions  
Statistical Functions  
Logical IF Function  
Logical functions with multiple conditions  
Lookup Functions (V-Lookup and H-Lookup)  
Using range names in formulas  
Conditional summary function  
Countif, Sumif, Averageif functions

## **Module 9**

### **Conditional formatting**

Understanding conditional formatting  
Create a conditional formatting rule  
Conditional formatting presets  
Using data bars, Icon sets, Color Scale  
Conditional formatting with formulas

## **Module 10**

### **Analyze data using pivottables**

Understand PivotTables  
Understanding Row and columns  
Understanding pivot table field list  
Creating new field items  
Create Pivot Chart from pivot Table  
Creating Calculated fields  
Editing Calculated field  
Filtering pivot tables with slicers  
Moving pivot table and updating data

## **Module 11**

### **Protecting & sharing work books**

Protecting a workbook with a password  
Allow user to edit ranges  
Tracking the changes  
Accepting and rejecting changes  
Working with Comments  
Editing and deleting comments

## **Module 12**

### **Use macros to automate tasks**

Creating and Recording Macros  
Assigning Macros to the work sheets  
Saving Macro enabled workbook  
Editing and deleting macros  
Assigning macro to a button

## **Module 13**

### **Proofing and printing**

Page setup, Setting print area, Print titles  
Editing print area, add to print area  
Inserting custom Header and Footer  
Inserting objects in the header and footer  
Page Setup, Setting margins, Print Preview  
Changing worksheet views

# MS POWERPOINT

## **Module 14**

### **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 tables  
Inserting shapes, using quick styles  
Inserting word art  
Inserting symbols, inserting chart

## **Module 15**

### **Hyperlinks and action buttons**

Inserting hyperlinks and action buttons  
Edit hyperlinks and action button  
Hyperlink with shapes

## **Module 16**

### **Working with movies and sounds**

Inserting movie from a computer file  
Inserting audio file  
Audio video playback and format options  
Video options, adjust options  
Reshaping and bordering video

## **Module 17**

### **Using smartart and tables**

Working with tables, table formatting  
Table styles  
Alignment option  
Merge and split option  
Converting text to smart art

## **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**

### **Using slide master**

Using slide master  
Inserting layout option  
Creating custom layout  
Inserting place holders  
Formatting place holders

## **Module 20**

### **Proofing and printing**

Check spelling as you type  
Setting autocorrect options  
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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