

# MS OFFICE

Word, Excel, PowerPoint

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



TM

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# COURSE OVERVIEW

MS Office applications have powerful ways to deliver your best work at office or home. Ms Office training from G-TEC Singapore can help you create standout reports and presentations. This full course includes Word, Excel, and PowerPoint and is specifically designed to meet the needs of organisations of all sizes. Students learn basic and intermediate operations associated with creating, formatting and finishing a word processing document ready for distribution. Excel is a spreadsheet application used to display and manipulate numerical data work with multiple worksheets, cells, building charts, pivot tables, HLookup and VLookup. PowerPoint enables users to create, informational slides through the use of text, graphic and animation. Our course will show you how to work more efficiently – producing amazing results.

**Entry Requirement** : Basic Computer Knowledge  
**Course Duration** : 30hrs.  
**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  
Finding and replacing text  
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  
Icustomising 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**

### **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 8**

### **Merging documents**

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

## **Module 9**

### **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 10**

### **Proofing the document**

Check spelling as you type.  
Mark grammar errors as you type.  
Setting autocorrect options

## **Module 11**

### **Printing**

Page setup, setting margins, print preview, print  
Print preview, print

# MS EXCEL

## **Module 12**

### **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 13**

### **Formatting excel work book**

New, Open, Close, Save, Save As  
Formatting Text: Font Size, Font Style,  
Font Color, Use the Bold, Italic & Underline,  
Wrap text, Merge and Centre  
Currency, Accounting and other formats  
Modifying Columns, Rows & Cells.

## **Module 14**

### **Perform Calculations with Functions**

Creating Simple Formulas  
Setting up your own formula  
Calculations between worksheets  
Mathematical Functions  
Statistical Functions  
Date and Time 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 15**

### **Cell referencing**

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

## **Module 16**

### **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 17**

### **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  
Preparing combination chart  
Visualizing data with spark lines  
Editing and modifying sparklines

## **Module 18**

### **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 19**

### **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 20**

### **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 21**

### **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 22**

### **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 23**

### **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 24**

### **Working with bullets & numbering**

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

## **Module 25**

### **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

## **Module 26**

### **Hyperlinks and action buttons**

Inserting hyperlinks and action buttons  
Edit hyperlinks and action button  
Word art and shapes

## **Module 27**

### **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 28**

### **Using smartart and tables**

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

## **Module 29**

### **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 30**

### **Using slide master**

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

## **Module 31**

### **Slide show option**

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

## **Module 32**

### **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 33**

### **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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