

MS OFFICE FULL WITH OUTLOOK

Word, Excel, PowerPoint, Outlook

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



TM

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COURSE OVERVIEW

MS Office Course with Outlook covers basic and intermediate level of Word, Excel, PowerPoint and Outlook. This course is specifically designed to meet the needs of organisations of all sizes. Students will learn the necessary 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. Outlook application is the most popular application to manage and organise the email communications, schedule appointments and meetings, manage contact information, schedule tasks, create notes and connecting to people. This application works with both your personal and work email.

Entry Requirement : Basic Computer Knowledge
Course Duration : 40 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

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
Text chatting, job searching,
downloading video and music
Uploading video or music, voice chatting,
Introduction to blogging, facebook

MS OUTLOOK

Module 34

Introduction to outlook

Understanding the outlook program screen
Understanding items
Understanding the message window
Using the navigation pane
Configuring an outlook account
Introduction to outlook user interface

Module 35

Composing and sending email

Composing and sending an email message
Specifying message options
Formatting text
Checking your spelling
Attaching a file to a message

Module 36

Working with contacts

Introduction to the address book
Adding a contact
Adding a contact from an e-mail
Editing and deleting contacts
Viewing and sorting contacts
Working in a contact window
Creating a contact group
Printing the contacts list

Module 37

Working with calendar

Creating new calendar
Making new appointment
Making meeting request
Calendar arranging option

Module 38

Working with task

Creating new task
Categorize task
Assigning new task

Module 39

Receiving email

Receiving and reading e-mail
Replying to and forwarding a message
Opening an attachment
Deleting a message
Flagging a message for follow-up
Using color categories
Viewing conversations
Managing conversations
Sorting messages

Module 40

More email features

Using stationery and themes
Changing message format
Dealing with junk e-mail
Inserting a signature
Changing message format

Module 41

Organizing and finding information

Creating and using folders
Managing folders
Using instant search
Refining a search
Creating and using search folders
Modifying and deleting search folders
Sorting and grouping information
Filtering information

Module 42

Managing outlook data

Using mailbox cleanup
Setting rules in outlook
Using auto archive
Manually archiving and retrieving information
Importing information
Exporting information
Working with personal folders files
Using mail merge.



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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