



## MS OFFICE BASIC COURSE



[www.gteceducation.com.sg](http://www.gteceducation.com.sg)

### Course Overview

This course is mainly focusing on people who do not have any knowledge in computer. The basics of computer and MS Office are covering in this course. Also making the students familiar with Internet and emailing.

<b>Entry Requirement</b>	: Basic computer knowledge
<b>Course Duration</b>	: 15 hrs
<b>Mode of Training</b>	: Face to face Instructor led Training
<b>Materials</b>	: Course books will be provided to each participant

### Course Content

#### MS WINDOWS, COMPUTER BASICS

- Computer Basics, Creating Folder
- Paint & Directories
- Input and Output units
- Central Processing Units
- Hardware and Software
- Windows short cut keys

#### INTRODUCTION TO MS WORD

##### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

##### **Module 2: Text Formatting and Saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic & Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph

### **Module 3: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Inserting shapes
- Inserting Text boxes
- Inserting images
- Inserting clip art
- Page Numbers, Date & Time

### **Module 4: Working with bullets and numbered lists**

- Adding bullets and numbering
- Page bordering
- Page background

### **Module 5: Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

### **Module 6: Header & Footers**

- Inserting custom Header and Footer
- Inserting objects in the header and footer

### **Module 7: Printing**

- Page Setup, Setting margins, Print Preview, Print

### **INTRODUCTION TO MS EXCEL**

#### **Module 8: Introduction to Excel**

- Introduction to Excel interface
- Understanding rows and columns, naming cells
- Working with excel workbook and sheets

#### **Module 9: 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 10: Perform Calculations with Functions**

- Creating Simple Formulas
- Setting up your own formula
- Sum, Average, Count, CountA, Min, Max functions

### **Module 11: Create Effective Charts to Present Data Visually**

- Inserting, Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Adding chart title, Changing layouts
- Chart styles, Editing chart data range
- Changing chart

### **Module 12: Proofing and Printing**

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview

### **INTRODUCTION TO MS POWERPOINT**

#### **Module 13: 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 & Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace

#### **Module 14: Creating slides and applying themes**

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

#### **Module 15: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting Chart

**Module 16: Working with bullets and numbering**

- Multilevel Numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

**Module 17: Working with Tables**

- Insert a table
- Table Styles
- Formatting a table style

**Module 18: Working with charts**

- Inserting Charts
- Formatting Charts
- Modifying the Chart Layout

**Module 19: 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 20: Slide Transition and Animations**

- Apply Transition effects
- Modifying Transition
- Apply Animation and effects

**Module 21: Saving & Printing**

- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

**INTERNET & E-MAIL****Module 21: Internet & E-mail**

- What is Internet?
- Receiving Incoming Messages
- Sending Outgoing Messages
- Email addressing
- Email attachments
- Browsing, Search engines
- Text chatting

## 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**

**MOS Excel core-**"The instructor is **friendly and approachable**. The course is taught in a detailed and structured way"

**Assistant Engineer, Singapore**

**Java/J2EE Programming Course-** "This is the **best institution I found in Singapore**. Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".

**Comdo 2000 Pte Ltd, Software Engineer**

**Java/J2EE Programming Course-**"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.**

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

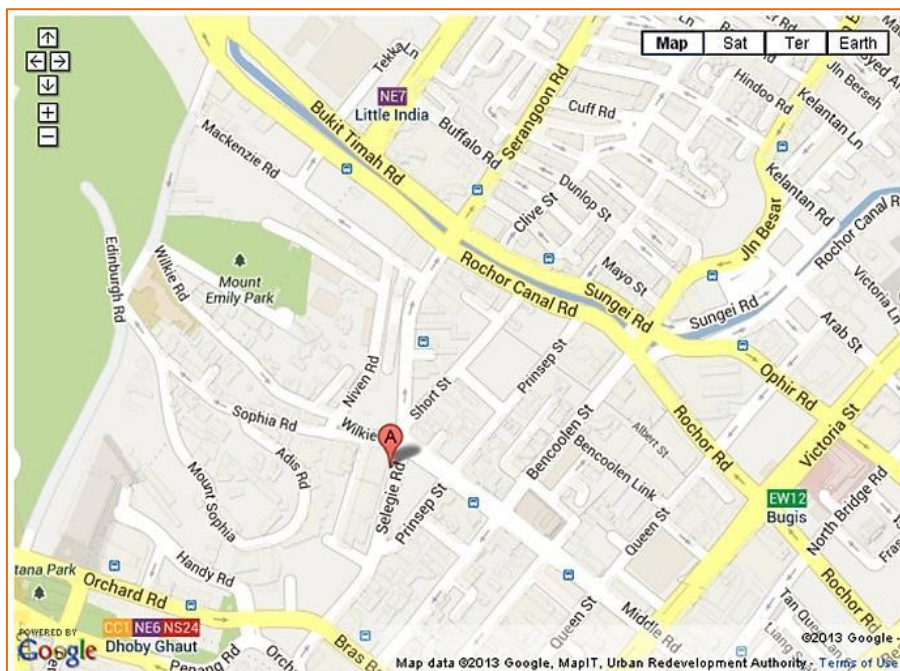
**Emerson Process Management, Software Test Engineer.**

### Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital, Gemalto, Thales, Housing Development Board, Philips , Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

## Company Profile

<p><b>What We do :</b></p>	<p>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.</p>
<p><b>Who are our Customers :</b></p>	<p>We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 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.</p>
<p><b>Where we are :</b></p>	<p>G-TEC Computer Education Centres 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 and Iran.</p>
<p><b>Our Goal and Focus :</b></p>	<p>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 and every 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.</p>



**Our Location**

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