



# MS OFFICE FULL COURSE WITH MS OUTLOOK

## Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet and Emailing.

<b>Entry Requirement</b>	: Beginners of MS Office
<b>Course Duration</b>	:40hrs.
<b>Mode of Training</b>	: Face to face Instructor led Training
<b>Materials</b>	: Course books will be provided to each participant



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## Course Content

### MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hard ware, what is Soft ware
- Windows short cut keys

### 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, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- working with Tabs and Intends

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

### Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To 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 custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

### Module 5: Working with bullets and numbered lists

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- 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
- 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

### MS EXCEL

### Module 12: Introduction to Excel:

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

### Module 13: 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 14: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

### Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

## **Module 16: Create Effective Charts to Present Data Visually**

- 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

## **Module 17: Analyze Data Using PivotTables and Pivot Charts**

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

## **Module 18: Protecting and Sharing the work book**

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.

## **Module 19: Use Macros to Automate Tasks**

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook.

## **Module 20: 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, Print
- Enable back ground error checking
- Setting AutoCorrect Options

## **MS POWERPOINT**

### **Module 21: 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 Intends

## **Module 22: 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 23: Working with bullets and numbering**

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

## **Module 24: 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 shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

## **Module 25: 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 26: Hyperlinks and Action Buttons**

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

## **Module 27: Using SmartArt and Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
- Converting text to smart art

## Module 28: 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 29: Using slide Master

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

## Module 30: Slide show option

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

## Module 31: 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

## MS OUTLOOK

### Module 32: 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 33: Composing and Sending E-mail

- Composing and Sending an Email Message
- Specifying Message Options
- Formatting Text
- Checking your Spelling
- Attaching a File to a Message

### Module 34: 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 35: 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 36: Working with Calendar

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

## Module 37: Working with Task

- Creating new task
- Categorize task
- Assigning new task

## Module 38: 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 39: 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.

## INTERNET & E-MAIL

- 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, Webcam Chatting etc.,
- Introduction to Blogging, Facebook

## 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.**

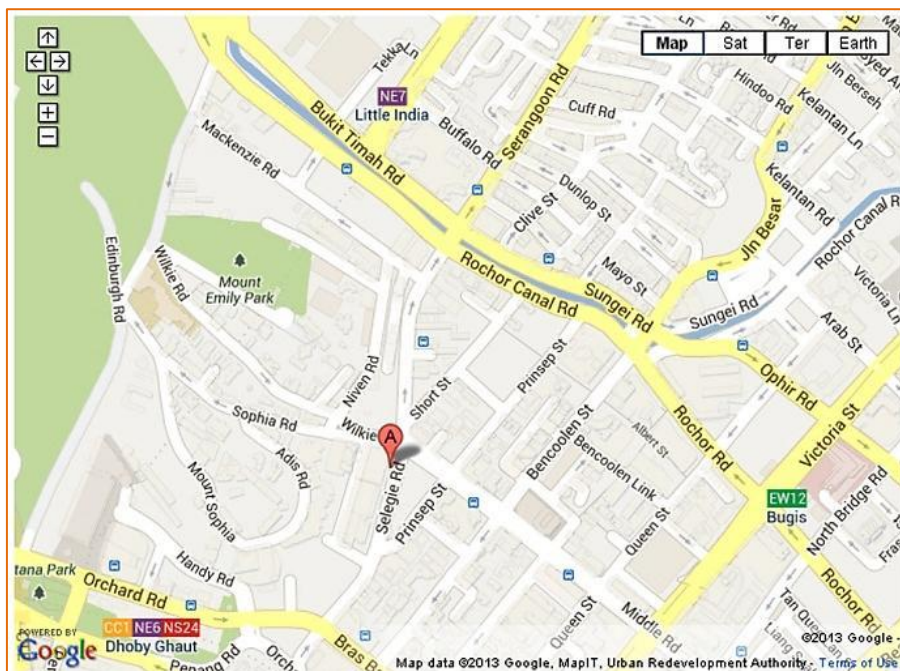
## Our Clients

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 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 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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