

Microsoft Office: Essentials

Category: Microsoft Office, Microsoft Office Essentials, PC/Device Essentials

Course Details

Duration: 1 Day Classroom Training or Online

Timings: 09:30 - 16:30

Word

- Creating Documents, Saving and Opening Documents
- Working with Text and Paragraphs
- Formatting Text
- Format Painter - learn how to copy the formats
- Undo and Redo
- Page Breaks
- Headers and Footers
- Cut, Copy and Paste (within documents and to external packages)

Excel

- Overview of Excel screen
- Entering text, numbers and Dates
- Working with the Home Ribbon to format
- Creating Formulas - Add, Subtract, Multiply, Divide
- AutoSum
- AutoFill
- Editing Spreadsheets (Sizing, Inserting and Deleting Rows, Columns, Cells)
- Working with Worksheet Tabs
- Printing

Outlook

- Sending, Replying and Forwarding Emails
- Flagging Emails
- Working with Attachments
- Email Management
- Searching Emails
- Creating Contacts
- Working with the Calendar

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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