



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

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MS OFFICE BASIC

COURSE OVERVIEW

This course mainly focusing on people who don't 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



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

Introduction to MS Word

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

Saving Documents : New, Open, Close, Save, Save As

Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case

Working with Objects: Shapes, Clipart and Picture, Word Art, Page Number, Date & Time ,Header & Footers, Working with bullets and numbered lists

Introduction to Table

Printing: Page Setup, Setting margins Print Preview, Print, Short Cut keys



Introduction to Excel

Introduction to Excel: Understanding rows and columns, Naming Cells, Working with excel work book

Formatting excel work book: Wrap text, Merge and Centre, Currency, Accounting etc, Modifying Columns, Rows, & Cells

Perform Calculations with Functions : Creating Simple Formulas, Setting up your own formula

Create Effective Charts to Present Data Visually

Printing: Printing Workbook, Page Setup, Print Area, Print Preview

Introduction to Power Point

Setting Up Your PowerPoint Environment: Presentation Basics, Text Basics, Working with Slides Using Different Views from the PowerPoint Window

Themes and Background Styles, Working With Objects: Pictures and Clip Art, Working with Lists

Working with Tables: Insert a Table, Table Styles, Formatting a Table Style

Working with Charts

Working With Movies and Sounds

Inserting Animation and Slide Transition: Default Animation ,Custom Animation

Printing Slides

Internet & E-mail

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

