



# G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

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## MS OFFICE FULL COURSE WITH MS OUTLOOK

### COURSE OVERVIEW

This Course covering the basics of computer and windows operating system. Provide the knowledge in MS Word, MS PowerPoint, and MS Excel, Outlook from basic to advance level and open the world of 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

#### 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

**Printing:** Page Setup, Setting margins Print Preview, Print, working with Tabs and Intends

**Working with Objects:** Shapes, Clipart and Picture, Word Art, Columns and Orderings - To Add Columns to a Document, To Change the Order of Objects, Page Number, Date & Time

**Header & Footers:** Inserting custom Header and Footer, Add section break to a document



**Working with bullets and numbered lists:** Multilevel numbering and Bulleting, Tables –Working with Tables, Table Formatting, Table Styles, 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

**Mail Merge, Proofing the document, Shortcut Keys.**

## MS 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

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

**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

## Sort and Filter Data with Excel

**Create Effective Charts to Present Data Visually -** Create a Chart with the Chart Wizard, Create an effective chart with Chart Tool such as Design, Format, and Layout

**Analyze Data Using PivotTables and Pivot Charts-** Understand PivotTables, Create a PivotTable Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table

**Protecting and Sharing the work book –**Protecting a workbook with a password, Working with Comments, Insert Excel Objects and Charts in Word Document and Power point Presentation

## Use Macros to Automate Tasks

## 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:** To Apply a Theme, Modify Themes, Background Styles

**Working With Objects:** Pictures and Clip Art, Working with Lists



**Hyperlinks and Action Buttons:** Inserting Hyperlinks and Action Buttons, Edit Hyperlinks and Action Button, Word Art and Shapes

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

**Working with Charts:** Inserting Charts, Formatting Charts, Modifying the Chart Layout

**Working With Movies and Sounds:** Inserting Movie From a Computer File, Inserting Sound, Other Sounds and Movies Option

**Working with the Smart Art:** Inserting SmartArt Graphics, Modifying and Formatting Smart art Graphics

**Animation and Slide Transition:** Default Animation, Custom Animation, Modify a Default or Custom Animation, To Reorder Animation Using Transitions, Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

**Using the Slide Master:** Making Changes to All Slides, To Insert a Picture on All Slides, Making Changes to Specific Layouts

**Proofing and Printing Slides**

**MS Outlook**

Configuring an outlook Account, Introduction To outlook User Interface, Arranging Items Inside The contents Pane, Setting the current View, Performing an Instant search, Backup Outlook Data, Archiving Outlook Data, Composing and Sending message, Reading Messages, Printing E-Mail Message, Replying to a Message, Forwarding a message, Cleaning up the mailbox, Setting Rules in outlook, Managing Contacts

**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





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*Operating in: Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran*