



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

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MS OFFICE FULL COURSE

COURSE OVERVIEW

This Course covering the basics of computer and windows operating system. Provide the knowledge in MS Word, MS PowerPoint, and MS Excel 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

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

