



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

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MS OFFICE INTERMEDIATE

COURSE OVERVIEW

This is a continuous education program for the students who already know MS Office Basic. The Course mainly focusing on the areas where real time working knowledge is needed. Will give more detail in internet



COURSE CONTENT

Intermediate level of MS Word

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

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.

Intermediate level of MS Excel.

Perform Calculations with Functions: 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: Create Pivot Charts from PivotTables

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

Intermediate level of MS Power Point

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 SmartArt: Inserting SmartArt Graphics, Modifying and Formatting Smart art Graphics

Animation and Slide Transition: Custom animations 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

Job Searching, Downloading video and Music, Uploading Video or Music, Voice chatting, Webcam Chatting etc

