Microsoft Office Basics

Training course outline

Microsoft Office is a collection of desktop productivity applications, designed to automate many of the tasks carried out in a typical office.

Course summary

Introductory-level course teaching the key techniques for using the four primary Microsoft Office applications in your day-to-day work. Delegates learn how to:

- Use Microsoft Word to create consistent, formatted documents.
- Use Microsoft Outlook to send and receive emails, manage your contacts and organize your calendar.
- Use Microsoft Excel to create spreadsheets that make use of formulae and functions.
- Use Microsoft PowerPoint to create aesthetically-pleasing slideshows, with transition effects and animations.

Duration

Two days.

Who should attend?

Anybody who needs to use the Microsoft Office applications in their day-to-day work.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Courses are hosted by highly experienced trainers who are subject matters experts.

Microsoft Office Basics training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft software to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training course materials.
- An e-certificate confirming successful completion of a *Microsoft Office Basics* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration.

We place a great emphasis on making the training practical, getting you to practice the techniques for yourself as you work through the course. Trainers provide advice relevant to your circumstances and requirements based on their experience.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support

Following *Microsoft Office Basics* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/microsoft-office-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Microsoft Word	Components of the Word ribbon
	Using the mini toolbar
	Customising Word's Quick Access Toolbar
	Formatting with styles
	Using the navigation pane
	Inserting a Word table
Microsoft Outlook	Components of the Outlook ribbon
	Layout of the Outlook home page
	Working with emails
	Creating Quick Step rules
	Adding contacts
	Creating calendar events and meetings
	Using the screenshot tool
	Using Outlook Web Access

Topics	Sub-topics
Microsoft Excel	Components of the Excel ribbon
	Using the Quick Analysis tool
	Creating simple formulae
	Using simple functions
	Using AutoFill
	Creating simple charts
	Creating an Excel table
	Applying conditional formatting
Microsoft PowerPoint	Components of the PowerPoint ribbon
	Adding new slides with different layouts
	Adding SmartArt graphics
	Changing the design
	Adding animation
	Adding transition effects
	Playing the slideshow