



Skillsfuture@PA Microsoft Office Basic and Intermediate

Microsoft Word Basic and Intermediate

Getting Started

- What is new in Word
- Starting Microsoft Word
- The Microsoft Word Interface
- File Ribbon Tabs
- Microsoft Office Quick Access Bar
- The Ribbon

Working with New Documents

- Create a New Document
- Opening an Existing Document
- Saving a documents
- Renaming Documents
- Working with Multiple Documents
- Document View –Read Mode, Print Layout, Web Layout, Outline and Draft
- Close a Document

Editing Documents

- Typing and Inserting Text
- Selecting text
- Inserting Additional text
- Rearranging Blocks of Text
- Deleting Blocks of Text

- Cutting, Copying and Pasting Text
- Undo / Redo Changes

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formatting
- Clear Formatting

Formatting Pages

- Page Margins and Orientations
- Apply a Page Border and Color
- Creating Header and Footer
- Create a Page Break
- Controlling Where the Page Breaks

Formatting Pages

- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Change Spacing Between Paragraphs and Lines
- Bulleted and Numbered Lists

Tables

- Creating a Table
- Enter Data in a Table
- Working with Table
- To Adjust the Width of a Column
- Adjusting Row Height
- Modify the Table Structure and Format a Table
- Border Painter
- Resizing, Moving and Positioning a Table

Proofing and Printing Documents

- Spelling and Grammar
- Thesaurus
- Previewing and printing a document

Working with Graphics and Objects

- Symbols and Special Characters
- Equations
- Illustrations, Pictures, Online Picture and Video, and Shapes
- Wrapping Text –Layout Options
- Watermarks
- Working with WordArts



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Microsoft Excel Basic and Intermediate

Getting Started

- Spreadsheets
- File Ribbon Tab (Backstage View)
- Ribbon
- Quick Access Toolbar

Working with a Workbook

- Create a Workbook
- Save a workbook
- Open a Workbook
- Entering a Data

Manipulating Data

- Select Data
- Copy and Paste
- Cut and Paste
- Fill Handle
- Undo and Redo

Modifying a Worksheet

- Insert Cells, Rows and Columns
- Delete Cells, Rows and Columns
- Modifying column, row and cells
- File and Replace

- Go To Command
- Spell Check
- Entering Formulas
- Function Library

Formulas

- Excel Formulas
- Function Library
- Relative and Absolute

Formatting a Worksheet

- Modify Fonts
- Format Cells Dialog Box
- Add Borders and Colors to Cells
- Formatting Value
- Creating a Custom Number
- Hide or Unhide Rows and Columns
- Merge Cells
- Align Cell Contents

Developing a Workbook

- Format Worksheet Tab
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets

- Copy and Paste Worksheet

Page Properties and Printing

- Set Print Titles
- Create a Header and Footer
- Set Page Margins
- Change Page Orientation
- Set Page Breaks
- Print a Range

Charts

- Create a Chart
- Modifying a Chart
- Chart Tools
 - Pie Chart Example
- Sparklines

Sorting

- Basic Sorts
- Custom Sorts

Customize the Layout

- Split a Worksheet
- Freeze Rows and Column
- Hide and Unhide Worksheets



Microsoft PowerPoint Basic and Intermediate

Getting Started

- Presentations
- File Tab
- Ribbon
- Quick Access Toolbar
- Mini Toolbar
- Slide Views
- Views for creating your presentation

Creating a Presentation

- Saving a presentation
- Add Slides
- Themes

Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste
- Undo and Redo
- Spell Check

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Line Spacing
- Text Direction

Adding Content

- Resize a Textbox
- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists

Graphics

- Adding a Picture
- Adding or change an effect for a picture
- Crop a picture
- Adding Online Picture
- Adding a Shape
- Add text to a shape
- Change from one shape to another shape
- Add a Quick Style to a shape
- Delete a shape
- Adding SmartArt
- About the text pane
- Change the color of a shape
- Change the color of the whole SmartArt graphic

Tables

- Create a Table
- Enter Data in a Table
- Modify Table Structure and Format Table
- Apply Table Style
- Clear a style from a table
- Erase a line from a cell, row and column
- Add or change a table border
- Add or change the background color of a table

Charts

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Excel

Organization Charts

- Overview of creating an organization chart
- Creating an organization chart
- Create an organization chart with pictures
- Add or delete boxes in your organization chart
- Change a solid line to a dotted line
- Change the hanging layout of your organization chart
- Change the colors of your organization chart
- Change the background color of a box in organization chart
- Apply a SmartArt Style to your organization Chart

Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Slide Show Options
- Setup Slide Show
- Using Pointer Option during a presentation
- Turn your mouse into a laser pointer

Printing

- Create Speaker Notes
- Print a Presentation
- Steps for Printing PowerPoint 2016 Handouts
- Print Layouts for PowerPoint 2016 Handouts
- Print PowerPoint 2016 Handouts for Notes Taking



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Microsoft Access Basic and Intermediate

Getting Started

- File Tab
- The Ribbon
- Navigation Pane
- Tabbed Document Window Viewing

Database Term

- Table
- Query
- Recordset
- Form
- Report

Creating New Database

- New Database
- Database Templates

Create a Table

- Table Views
- Adding New Fields
- Data Types
- Editing Data Types in Fields
- Types of Field Properties
- Setting Date/Time Format
- Setting Number Format
- Setting Yes/No format

Working with a Table

- Moving around in the datasheet view
- Edit Records
- Delete Records
- Changing table structure
- Delete Table
- Rename Table

Edit a Table

- Changing view to datasheet view
- Change Font
- Change Cell Effects
- Move a Column
- Hide/Unhide column
- Freeze or Unfreeze Column

Keys

- Setting Primary Key
- Set the primary key using fields you already have
- Remove primary key

Table Relationship

- One to One Relationship
- One to Many Relationship
- Creating a Table Relationship

- Referential Integrity
- Cascading Updates and Deletes
- Print a Table Relationship Report
- Delete Table Relationship
- Foreign Key

Managing Data

- Add Records to a Table
- Find and Replace
- Totals
- Sort Records
- Filters

Queries

- Query Wizard
- Query Design Feature
- Query Criteria

Forms

- Form Views
- Create a Form
- Form Wizard

Report

- Report View
- Create A Report
- Report Wizard
- Print report