Microsoft

Office

Word, Excel, and PowerPoint Training Outline

Atrium Learning Center

Library Building--18

MS Word 2016

Creating Documents
- Starting a New Word Document
- Setting Margins
- Aligning Paragraphs
- Setting Line Spacing
- Indenting Text
- Setting Space Before & After Paragraphs
- Formatting the Spacing & First-Page Information
- Selecting and Moving Text
- Inserting Symbols and Special Characters
- Inserting Page Breaks
- Inserting a Text Box
- Inserting Text from Another Document
- Finding and Replacing Text
- Using the Navigation Pane to Go to a Specific Page
- Adding Document Properties, Previewing & Printing a Document
  Chapter Quiz*

Applying Special Text, Paragraph, and Document Formats
- Formatting Text Using Text Effects
- Adding a File Name to the Footer
- Formatting the Page Numbering & Paragraph Indents
- Creating a Bulleted List
- Creating a Numbered List
- Customizing Bullets
- Creating a Multilevel List with Bullets
- Setting Tab Stops
- Modifying Tab Stops
- Adding Borders & Shading to a Paragraph
- Inserting the Current Date & Creating a Cover Letter
- Checking for Spelling & Grammar Errors
- Using the Thesaurus
- Changing One Column of Text to Two Columns
- *Applying Styles to Paragraphs*
- *Changing the Document Theme*
- *Clearing Existing Formats*
  Chapter Quiz*

Graphics, Tables, and Finalizing a Document
- Inserting Pictures
- Wrapping Text Around a Picture Using Layout Options
- Resizing Pictures & Using Live Layout
- Positioning a Picture
- Applying Picture Styles
- Applying Artistic Effects
- Adding a Page Border
- Inserting a SmartArt Graphic
- Sizing & Formatting a SmartArt Graphic
- Creating a Table
- Typing Text in a Table
- Creating Bulleted Lists in a Table
- Using One-Click Row/Column Insertion
- Merging Table Cells
- Modifying Table Borders
- Inserting a Table into a Document & Table Style
- Addressing & Printing an Envelope
  Chapter Quiz*

◄MS **Word Exam**-Passing score is **70% or higher**►

MS Excel 2016

Creating Worksheets
- Starting Excel, Navigating Excel, Naming, & Saving a Workbook
- Entering Text, Using AutoComplete, & Using the Name Box to Select a Cell
- Entering Numbers
- Entering Data by Range
- Editing Values in a Worksheet
- Copying & Pasting by Using the Paste Options Gallery
- Using Find and Replace
- Using Auto Fill & Keyboard Shortcuts
- Aligning Text & Adjusting the Size of Columns
- Adjusting Column Widths & Wrapping Text
- Using Merge & Center & Applying Cell Styles
- Moving a Column
- Formatting Financial Numbers
- Formatting Cells with the Percent Style
- Checking Spelling in a Worksheet
- Printing a Section of a Worksheet
- Printing All the Worksheets in a Workbook
  Chapter Quiz*

Functions, Formatting, and Managing Worksheets
- Inserting a Worksheet
- Using the Quick Analysis Tool
- Using Arithmetic Operators
- Calculating Values
- Copying Formulas Containing Absolute Cell
- Inserting & Deleting Rows & Columns
- Constructing a Formula & Using the SUM Function
- Using the SUM & AVERAGE Functions
- Using the MIN & MAX Functions
- Using the NOW Function to display a System Date
- Copying a Formula by Using the Fill Handle
- Moving Data & Resolving a # # # # # Error Message
- Clearing Cell Contents & Formats
- Rotating Text
- Creating a Footer & Centering a Worksheet
- Navigating, Renaming, & Changing the Tab Color of Worksheets
- Changing Page Orientation & Displaying, Printing, & Hiding Formulas
  Chapter Quiz*

Charting Data & Finalizing a Workbook
- Creating an Excel Table
- Sorting an Excel Table
- Charting Data & Using Recommended Charts to Select & Insert a Column Chart
- Using the Chart Tools to Set Chart Layouts & Chart Styles
- Creating a Pie Chart in a Chart Sheet
- Creating & Formatting Sparklines
- Inserting Column Sparklines
- Changing Theme Colors
- Freezing & Unfreezing Panes
- Entering & Formatting Dates
- Preparing and Printing a Workbook with a Chart Sheet
- Printing titles & Scaling to Fit
- Adding Document Properties & Printing a Workbook
  Chapter Quiz*

◄MS **Excel Exam**-Passing score is **70% or higher**►

*Denotes students must score 85% or higher on quizzes before moving to the next chapter

PowerPoint 2016

Getting Started with PowerPoint
- Creating a New Presentation
- Entering Presentation Text
- Applying a Presentation Theme
- Inserting a New Slide
- Increasing and Decreasing List Levels
- Adding Speaker Notes to a Presentation
- Displaying and Editing Slides in the
- Inserting a Picture from a File
- Applying a Style to a Picture
- Viewing a Slide Show
- Using Presenter View
- Inserting Headers and Footers on Slide
- Inserting Slide Numbers on Slides
- Printing Presentation Handouts
- Printing Speaker Notes
- Changing Slide Size
- Displaying and Editing the Presentation
- Deleting and Moving a Slide
- Finding and Replacing Text
- Applying a Theme Variant
- Changing Fonts and Font Sizes
- Changing Font Styles and Font Colors
- Aligning Text
- Changing Line Spacing
- Changing the Slide Layout
- Deleting Slides in Slide Sorter View
- Moving a Single Slide in Slide Sorter View
- Applying Slide Transitions to a Presentation
- Setting Slide Transition Timing Options
- Displaying a Presentation in Reading

   Chapter Quiz*

Formatting PowerPoint Presentations
- Selecting Placeholder Text
- Changing a Bulleted List to a Numbered List
- Changing the Shape and Color of a Bulleted List Symbol
- Removing a Bullet Symbol from a Bullet
- Inserting Pictures in a Content Placeholder
- Inserting Pictures in Any Location on a
- Sizing a Picture
- Using Smart Guides and the Ruler to Position a Picture
- Cropping a Picture
- Using Crop to Shape to Change the Shape
- Inserting a Text Box
- Aiding Text to Shapes
- Applying Shape Fills and Outlines
- Using the Eyedropper to Change Color
- Applying Shape Styles
- Applying Shape and Picture Effects
- Aligning and Distributing Objects Relative to the Slide
- Grouping Objects
- Removing the Background from a Picture
- Inserting and Aligning a WordArt Object
- Applying WordArt Styles to Existing Text
- Changing the Text Fill and Text Outline
- Adding Text Effects to a WordArt
- Creating a SmartArt Graphic from Bullet
- Inserting a SmartArt Graphic Using a Content Layout
- Inserting Pictures and Text in a SmartArt
- Changing the Size and Shape of SmartArt
- Changing the SmartArt Layout
- Changing the Color and Style of a Smart

   Chapter Quiz*

Enhancing a Presentation with Animation, Tables, & Charts
- Changing the Theme Colors
- Changing Theme Fonts
- Applying a Background Style
- Hiding Background Graphics
- Applying a Background Fill Color to a Slide
- Applying a Background Texture
- Applying a Picture to the Slide Background
- Resetting a Slide Background
- Applying Animation Entrance Effects and
- Reordering Animation
- Setting Animation Start Options
- Setting Animation Duration and Delay
- Using Animation Painter and Removing An
- Inserting a Video and Using Media Controls
- Sizing and Aligning a Vide
- Changing the Style and Shape of a Video
- rimming and Compressing a Video and Set
- Creating a Table
- Inserting Rows and Columns in a Table
- Sizing a Table
- Distributing and Aligning Table Text
- Applying and Modifying a Table Style
- Applying Table Effects and Font Formatting
- Inserting a Column Chart
- Entering Chart Data
- Applying a Chart Style and Modifying Chart Elements
- Creating a Line Chart and Deleting Char
- Formatting a Line Chart
- Animating a Chart

   Chapter Quiz*

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