Self-paced Microsoft Office
Word & Excel Outline
Part A: Windows Environment
PowerPoint Presentation - Video/Audio
End-of-Video Quiz
MS Word Assessment
MS Excel Assessment

Part B: MS Word 2016

Chapter 1: 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 2: 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 3: 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 4: Creating Excel 2016

Chapter 4: 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 5: 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
- Moving a Column
- Using Merge & Center & Applying Cell Styles
- Adjusting Column Widths & Wrapping Text
- Using Auto Fill & Keyboard Shortcuts
- Using Find and Replace
- Copying & Pasting by Using the Paste Options Gallery
- Editing Values in a Worksheet
- Entering Data by Range
- Entering Numbers
- Entering Data by Range
- Editing Values in a Worksheet
- Copying & Pasting by Using the Paste Options Gallery
- Using Find and Replace
- Using AutoFill & Keyboard Shortcuts
- Using Find and Replace
- Copying & Pasting by Using the Paste Options Gallery
- Editing Values in a Worksheet
- Entering Data by Range
- Using the Thesaurus
- 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 5 Quiz*

Chapter 6: 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 6 Quiz*

End-of-Video Quiz
MS Word Assessment
MS Excel Assessment

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