



Section 1- Office Essentials

- Starting Office
- Start Screen
- Quick Access Toolbar and Ribbon
- Getting Help
- Saving and Organizing Files

Section 2- Word Processing Basics

- Word Screen Elements
- Entering Text
- Saving Files
- Navigating in Documents
- Closing and Opening Files
- Print Preview and Print a Document
- Exiting Word

Section 3- Formatting & Editing Documents

- Selecting Text
- Formatting Text and Paragraphs
- Page Layout Commands
- Switching Between Open Documents
- Editing Documents
- Cut, Copy, and Paste Features
- Working with Multi-Page Documents

Section 4- Pictures & Online Pictures

- Inserting Pictures
- Picture Options
- WordArt

Section 5- Spreadsheet Basics

- Starting Excel
- Excel Screen Elements
- Entering and Editing Data
- Selecting Cells
- Printing a Worksheet
- Exiting Excel

Section 6- Formulas & Functions

- Formula Bar
- Simple Formulas
- Functions
- Status Bar Calculator

Section 7- Charting Data

- Elements of a Chart
- Embedded Chart vs. Chart Sheet
- Creating an Embedded Chart
- Chart Titles
- Moving a Chart
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Section 8- PowerPoint Basics

- PowerPoint Terms
- Starting PowerPoint
- Creating and Opening Presentations
- Slide Views
- Slide Navigation
- Enhancing Presentations
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Section 9- Editing a Presentation

- Beginning a New Presentation
- Working with Text Boxes
- Working with Bulleted Text
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Section 10- Enhancing a Presentation

- Applying Transitions and Effects
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- Slide Timings
- Automatic Slide Show
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