Training Solutions, Inc.

Learning to Use Computers with Office 2013 Course Outline

Section 1 – Hardware Basics

- The Monitor
- The Keyboard
- The Mouse
- Touch Screens: Bumping
- Central Processing Unit
- Modems
- Printers
- Image Scanners
- Disk Storage System

Section 2 – Software Basics

- Operating Systems
- Units of Measure
- Files and Folders
- Command Prompt
- Application Software

Section 3 – Using Windows 8.1

- Staring the Computer
- User Accounts
- The Desktop
- File Explorer
- Viewing Folder Contents
- Help and Support
- Starting Applications
- Managing Multiple Windows
- Menus and Dialog Boxes

Section 4 – Office 2013 Essentials

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

Section 5 – Word Processing with Wordt

- Word Screen Elements
- Entering Text
- Saving Files

- Navigating in Documents
- Editing Files
- Print Preview
- Print a Document
- Exit Word

Section 6 – Formatting & Editing with Word

- Selecting Text
- Using Cut, Copy, and Paste
- Working with Multi-Page Documents

Section 7 – Spreadsheet Basics with Excel

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

Section 8 – Formulas & Functions in Excel

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

Section 9 – Presentation Basics with PowerPoint

- PowerPoint Terms
- Starting PowerPoint
- PowerPoint Screen Elements
- Creating Presentations
- Manipulating Text Boxes & Placeholders
- Opening Presentations
- Slide Views
- Enhancing Presentations
- Exiting PowerPoint