

**Getting started with Microsoft Office
BUNDLE OFFER: CORE
Word, Excel & PowerPoint**

Course Duration :18 hours (6 Hours * 3 days)

Course fee per participant: MUR 15,000

Training Package Includes:

- Learning materials
- Exercises and assessment to help you put what you've learned into practice
- MQA approved training Completion/attendance certificate
- Our training institution provides students with two months of free assistance (on the Microsoft application usage only) after training if they have any difficulties practicing at their workplace.

Technical requirements

You should have access to Microsoft Word, Excel, and PowerPoint on your device (Laptop).

Office 2019 or Office 365 are the best options.

About the Trainer

Vinella Ramgoolam

Vinella is a Freelance Certified Microsoft Trainer and a Certified Microsoft Office Specialist.

She has more than 17 years of experience in the IT training industry and has been delivering industry-standard certification training.

What will you explore?



| Topics Covered | Description | Duration |
|---|--|----------------|
| Introduction of Microsoft Word 2019 | The Quick Access Toolbar | 1 hour |
| | Navigation, editing and saving | |
| | Selecting Text | |
| Manage Documents | Editing Text | 2 hours |
| | Format Text | |
| | Apply style sets | |
| | Configure page background element | |
| | Apply formatting by using Format Painter | |
| | Clear formatting | |
| | Set line and paragraph spacing and indentation | |
| | Find and replace text | |
| Working with Page Layout Working with Tables & Lists | Insert and modify headers and footers | 3 hours |
| | Insert Page Numberings | |
| | Create tables | |
| | Modify tables | |
| | Create numbered and bulleted lists | |
| | Increase and decrease list levels | |
| | Restart and continue list numbering | |
| Total hours | | 6 hours |

What will you explore?



| Topics Covered | Description | Duration |
|---|---|----------------|
| What's new in Excel 2019 | Creating workbooks | 1 hour |
| | Entering text, numbers and working with dates | |
| | Navigating workbooks | |
| | Page setup and print options | |
| Formatting in Excel & Using Basic Formulas | Cut, Copy and Paste | 2 hours |
| | Introduction to functions and formulas | |
| | Formatting cells, rows and columns | |
| | Conditional Formatting | |
| Working with Sheets Creating Basic Charts & Formatting | Creating, Renaming, Moving & Copying sheets | 2 hours |
| | Grouping of sheets | |
| | Creating charts & Formatting Charts | |
| Organising Data | Sorting and Filtering | 1 hour |
| Total hours | | 6 hours |

What will you explore?



| Topics Covered | Description | Duration |
|-------------------------------|---|----------------|
| Using PowerPoint | Navigating the PowerPoint Screen | 2 hours |
| | Create slide Layouts | |
| | Modify slide Layouts | |
| | Adding Text & Bullets to slides | |
| | Views in PowerPoint | |
| Managing Slides | Hide and unhide slides | 2 hours |
| | Modify individual slide backgrounds | |
| | Insert slide headers, footers, and page numbers | |
| | How to use graphics, images, objects and shapes | |
| | Working with Charts and Graphs | |
| | All about transitions between slides | |
| | Animation, the animation pane and motion paths | |
| Presenting & Printing Options | Managing the Slide Show | 2 hours |
| | Notes Pages | |
| | Printing Slides and Handouts | |
| | Presentation dos and don'ts | |
| Total hours | | 6 hours |