Section 1

Unit 1

Introduction to Microsoft Word

- Explore the different parts of the Word document and document navigation
- Learn how to format paragraphs, line spacing and fonts
- Add and modify bullets, lists, tables, headers, footers, page numbers and page breaks
- Insert graphical elements including drawing objects, pictures, and charts
- Utilize proofing features like spell check and grammar check

Unit 2

Introduction to Microsoft Excel

- Explore the different parts of the Excel worksheet and document navigation
- Understand cells and their makeup and how to populate, format and merge cells
- Create and manage formulas, tables, charts, and multiple worksheet "workbooks"

- Printing and PDF file creation including setting print areas

Unit 3

Introduction to Microsoft PowerPoint

- Explore the different parts of the PowerPoint presentation
- Understand slides and their makeup
- Create, Insert and format slides
- Insert and modify text, tables, charts, graphics, videos and images

Unit 4

Microsoft Outlook

- Understand Outlook navigation and how the various aspects work together
- View, create and respond to email messages; format emails and set signature(s)
- Email etiquette: CC, BCC, threads, quoting and textual interpretation
- Navigate and search email folders
- Set email forwarding and filtering rules
- Request and edit appointments and respond to meeting requests