



# Office Productivity Using 3 Applications

Duration: 5 half days (15 hours)

## Objectives

Learning how to maximize the use of office solution and manipulate it easily and efficiently

## Target Audience

People working in an office environment willing to learn how to be a proficient user of available tools.

## Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

## Course Outline

### Part 1: Excel

- Overview of Excel
- Entering Information in a Worksheet
- Editing the Worksheet
- Working with more than one worksheet
- Formatting a Worksheet
- Printing a Worksheet

### Part 2: Word

- Entering And Editing Text In A Word Document
- Formatting a Word Document
- Using Word's Proofing Tools
- Designing Pages

### Part 3: PowerPoint

- Perfecting your Presentation
- Inserting Graphics and Drawings
- Formatting Text
- Entering and Editing Text
- Getting Started with PowerPoint



Learning

**nuclei**

Key Component of FRCI

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