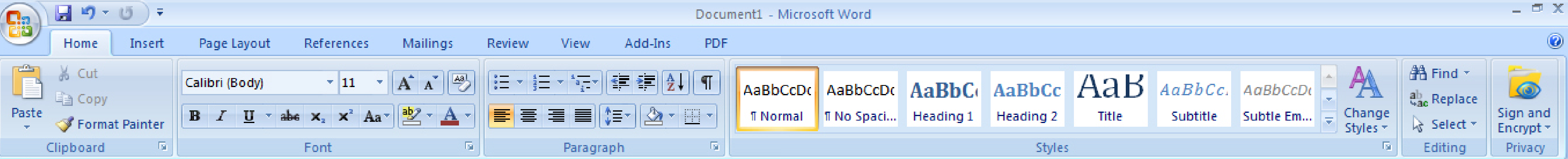




# MICROSOFT OFFICE COURSE OUTLINE





# Table of Content

## FOR MS WORD

- Getting Started
- Basic Text Editing
- Formatting Text
- Page Layout
- Document Structure
- Working with Images
- Tables
- Spell Check and Proofreading
- Printing
- Saving and Sharing
- Shortcuts and Efficiency Tips
- Customization

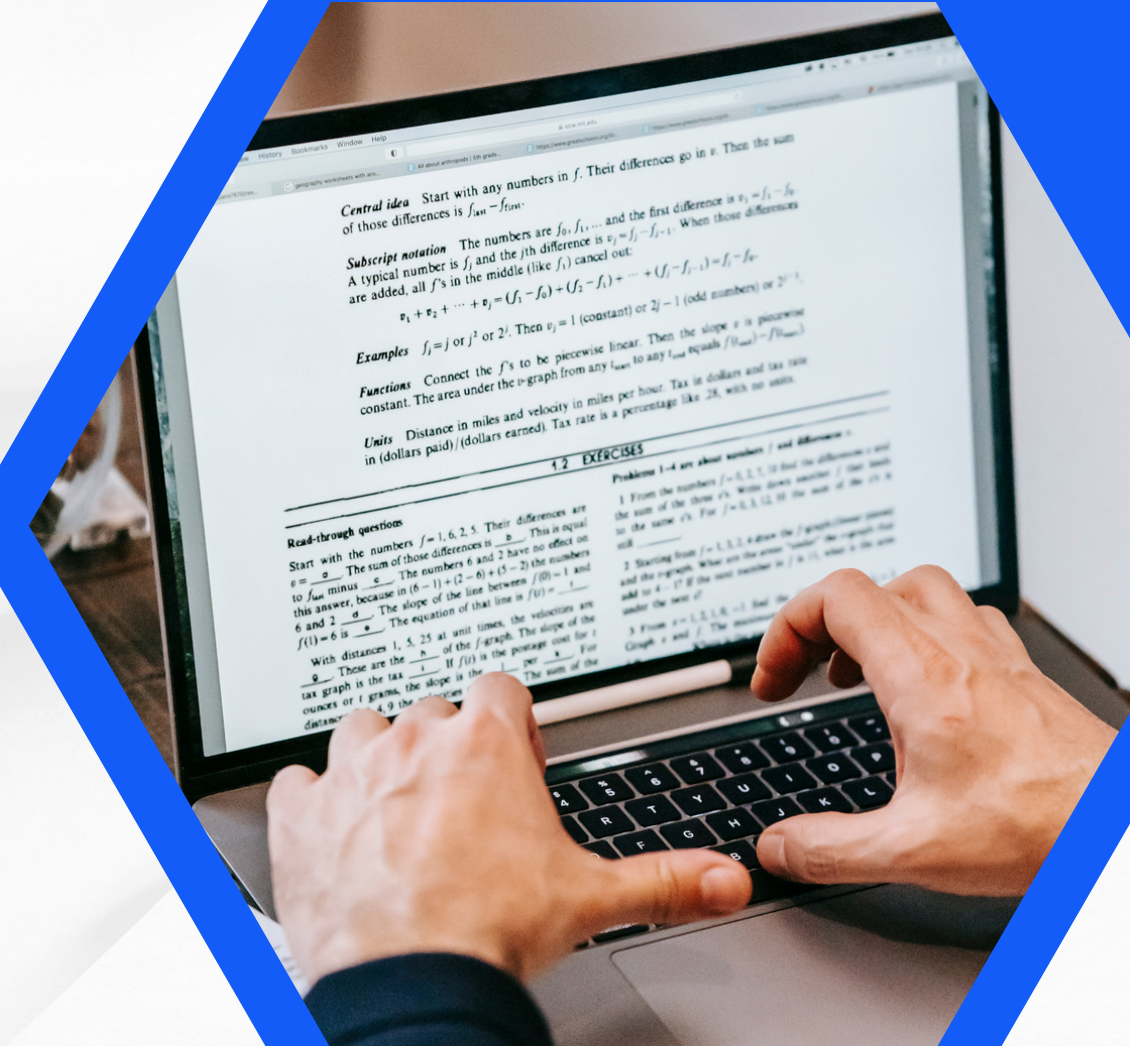


# 1. Getting Started

- Introduction to Microsoft Word.
- Starting Word and creating a new document.
- Opening, saving, and closing documents.
- Navigating the Word interface (Quick Access Toolbar, etc.).

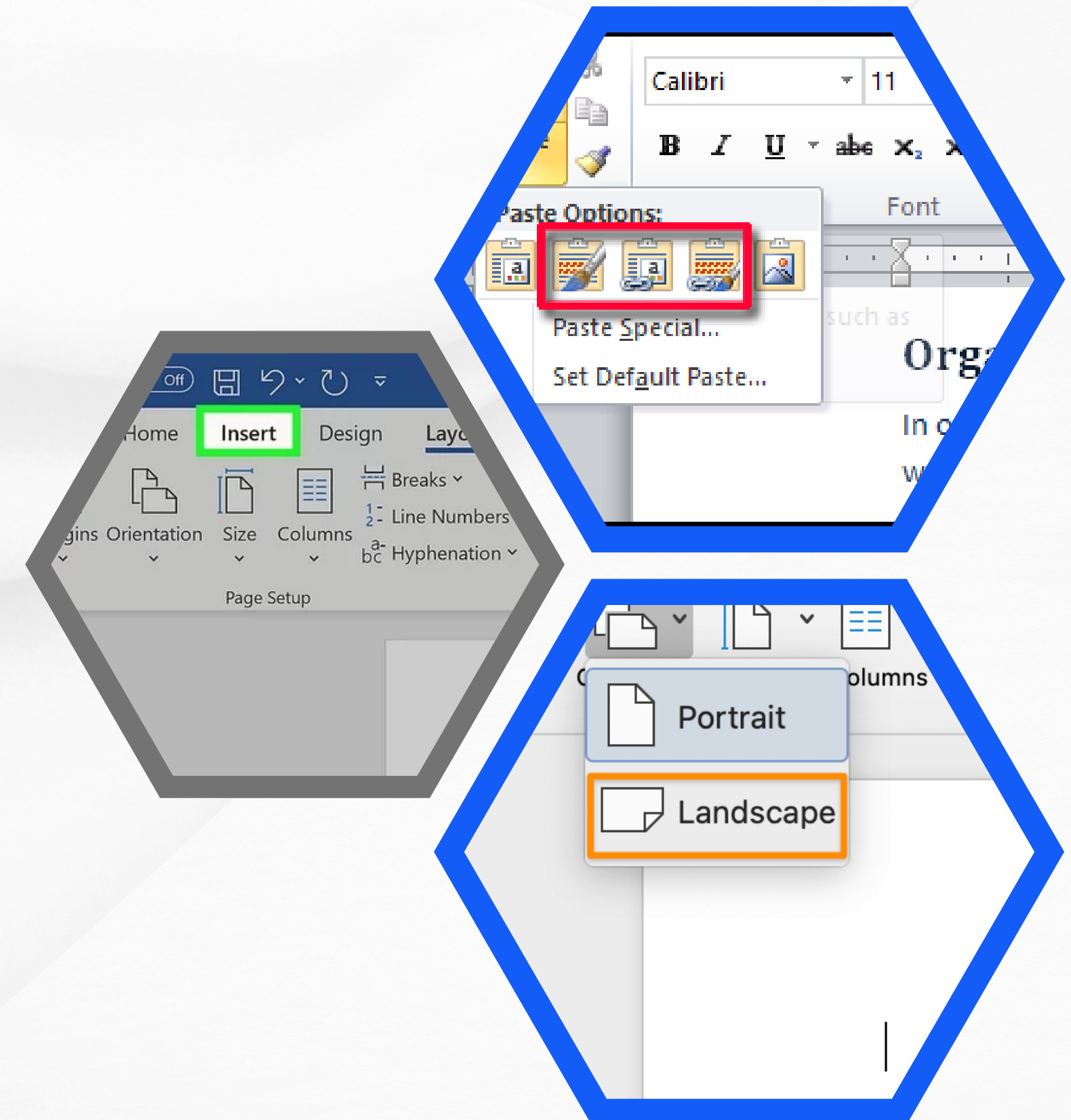
# 2. Basic Text Editing

- Typing and deleting text.
- Selecting text (individual characters, words, paragraphs).
- Copying, cutting, and pasting text.
- Using undo and redo.



## 3. Formatting Text

- Changing font type, size, and color.
- Bold, italicize, and underline text.
- Aligning text (left, center, right, justified).
- Line spacing and paragraph spacing.
- Applying bullets and numbering.



## 4. Page Layout

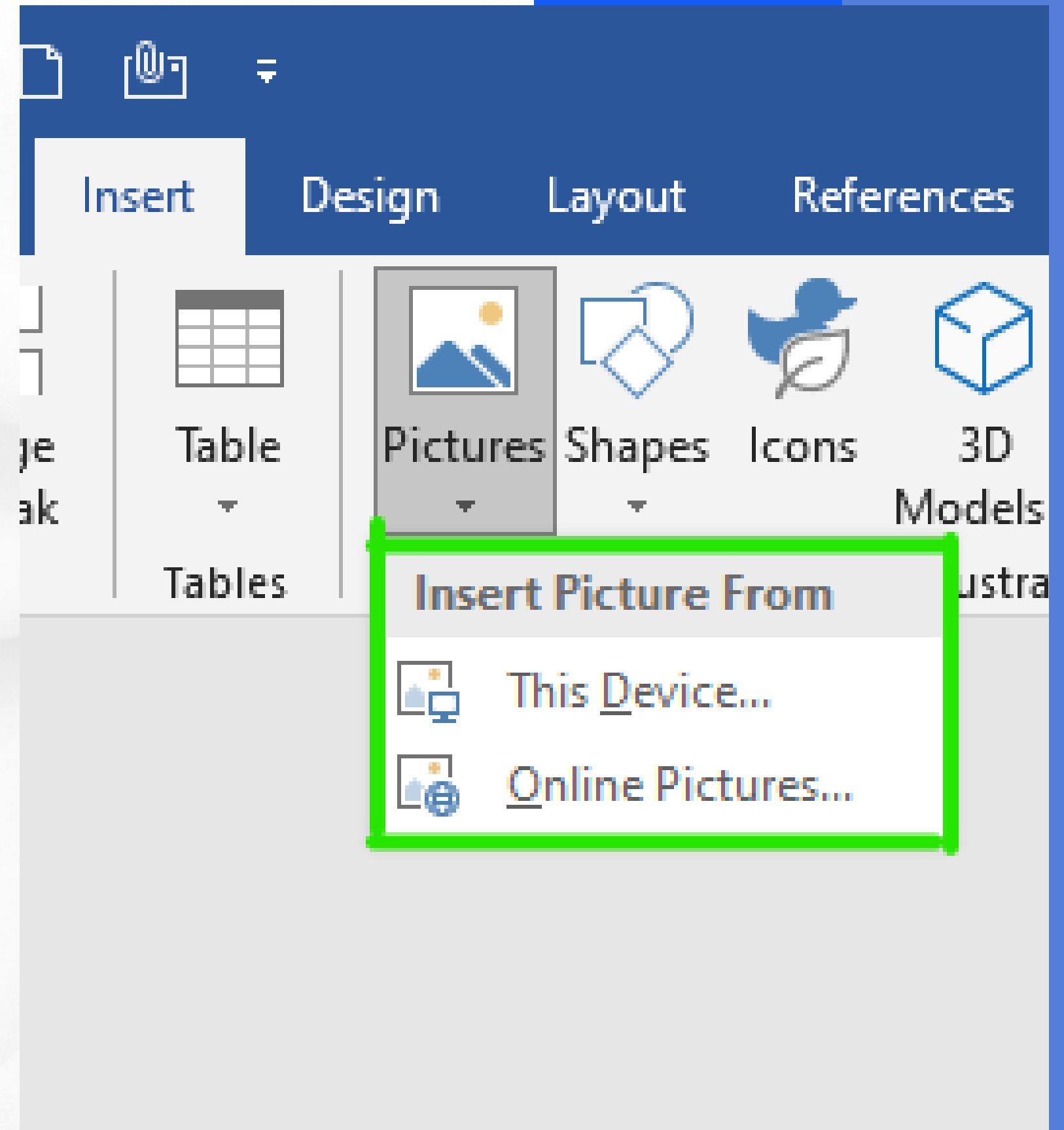
- Page margins and orientation (portrait vs. landscape).
- Setting page size.
- Adding page breaks.
- Headers and footers.
- Page numbering.

## 5. Document Structure

- Creating and formatting headings (using styles).
- Adding a table of contents.
- Using styles for consistent formatting.
- Inserting and formatting lists.

## 6. Working with Images

- Inserting pictures and graphics.
- Resizing and moving images.
- Wrapping text around images.
- Adding captions to images.

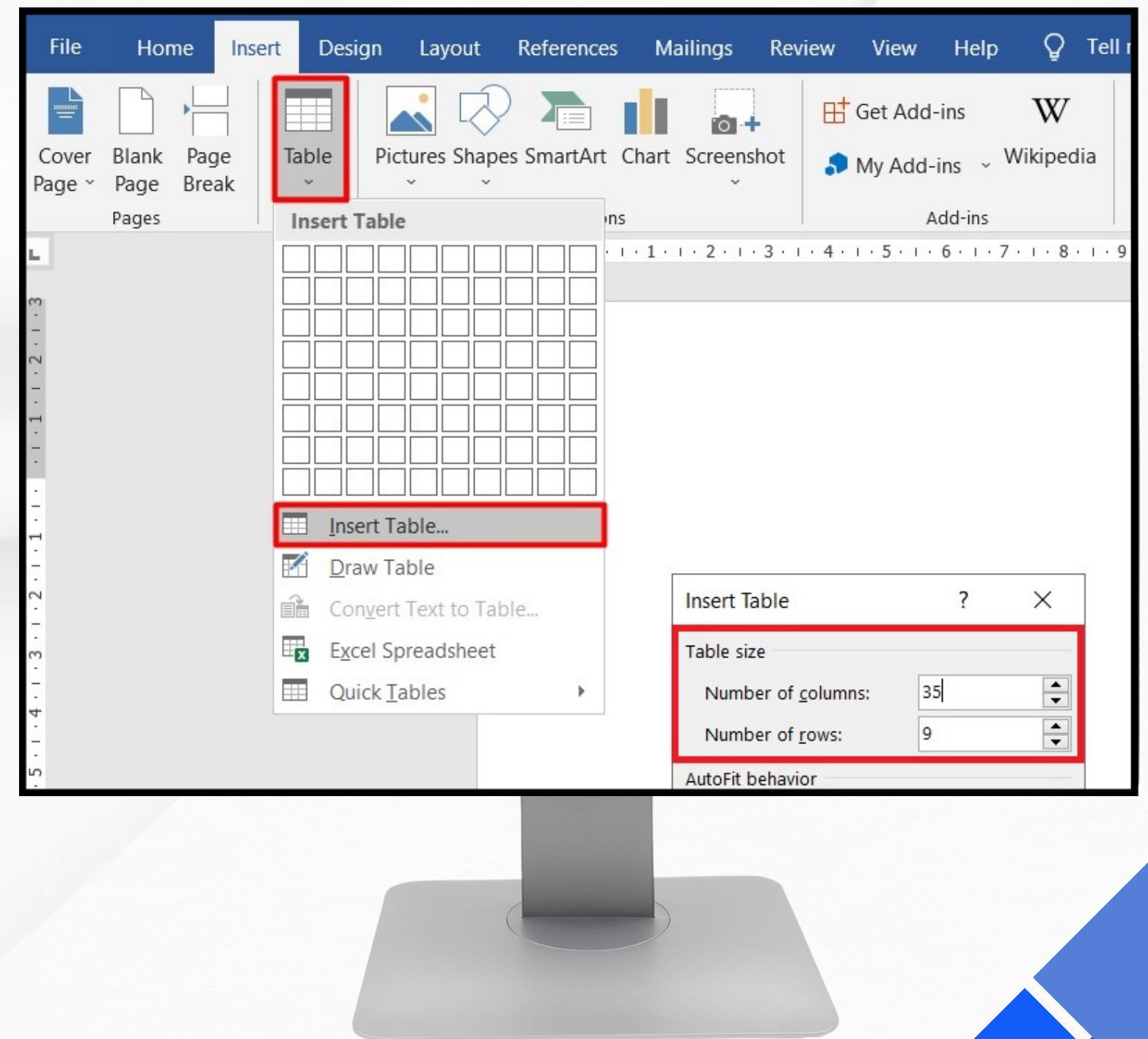


## 7. Tables

- Creating and formatting headings (using styles).
- Adding a table of contents.
- Using styles for consistent formatting.
- Inserting and formatting lists.

## 8. Spell Check and Proofreading

- Running spell check.
- Using the thesaurus.
- Tracking changes and commenting.

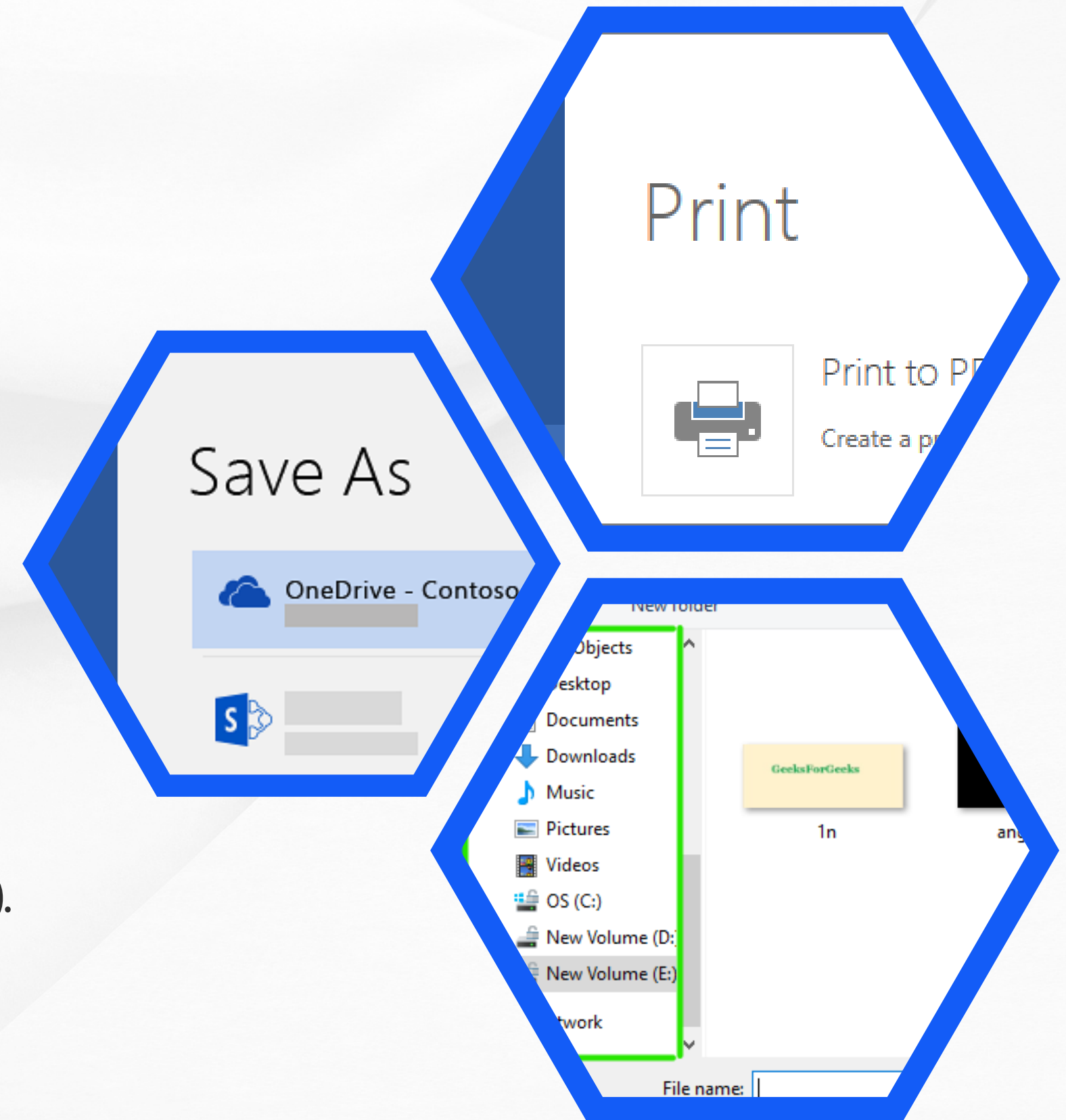


## 9. Printing

- Print preview.
- Setting print options.
- Printing documents.

## 10. Saving and Sharing

- Saving in different formats (e.g., .docx, .pdf).
- Sending documents via email.
- Collaborating on documents (OneDrive or SharePoint).




## 11. Shortcuts and Efficiency Tips

- Keyboard shortcuts for common tasks.
- Using find and replace.
- AutoCorrect and AutoText features.

## 12. Customization

- Customizing the Ribbon and Quick Access Toolbar.
- Creating templates for consistent document formatting.
- Setting default font and paragraph styles.



**Microsoft Word  
Shortcut Keys**

- CTRL + SHIFT + C = Copy Format
- CTRL + SHIFT + D = Double Underline text
- CTRL + SHIFT + E = Track changes
- CTRL + SHIFT + F = Change the font
- CTRL + SHIFT + G = Group boxes and controls
- CTRL + SHIFT + H = Hide
- CTRL + SHIFT + I = Insert
- CTRL + SHIFT + J = Join
- CTRL + SHIFT + K = Keyboard
- CTRL + SHIFT + L = List
- CTRL + SHIFT + M = Merge
- CTRL + SHIFT + N = New
- CTRL + SHIFT + O = Outline
- CTRL + SHIFT + P = Paragraph
- CTRL + SHIFT + Q = Quick
- CTRL + SHIFT + R = Ribbon
- CTRL + SHIFT + S = Save
- CTRL + SHIFT + T = Table
- CTRL + SHIFT + U = Undo
- CTRL + SHIFT + V = View
- CTRL + SHIFT + W = Window
- CTRL + SHIFT + X = X-axis
- CTRL + SHIFT + Y = Y-axis
- CTRL + SHIFT + Z = Zoom
- CTRL + SHIFT + AA = Auto
- CTRL + SHIFT + AB = Auto
- CTRL + SHIFT + AC = Auto
- CTRL + SHIFT + AD = Auto
- CTRL + SHIFT + AE = Auto
- CTRL + SHIFT + AF = Auto
- CTRL + SHIFT + AG = Auto
- CTRL + SHIFT + AH = Auto
- CTRL + SHIFT + AI = Auto
- CTRL + SHIFT + AJ = Auto
- CTRL + SHIFT + AK = Auto
- CTRL + SHIFT + AL = Auto
- CTRL + SHIFT + AM = Auto
- CTRL + SHIFT + AN = Auto
- CTRL + SHIFT + AO = Auto
- CTRL + SHIFT + AP = Auto
- CTRL + SHIFT + AQ = Auto
- CTRL + SHIFT + AR = Auto
- CTRL + SHIFT + AS = Auto
- CTRL + SHIFT + AT = Auto
- CTRL + SHIFT + AU = Auto
- CTRL + SHIFT + AV = Auto
- CTRL + SHIFT + AW = Auto
- CTRL + SHIFT + AX = Auto
- CTRL + SHIFT + AY = Auto
- CTRL + SHIFT + AZ = Auto

The graphic also shows a screenshot of the Microsoft Word ribbon with the 'FILE' tab selected. A context menu is open over the ribbon, with a red arrow pointing to the 'Customize the Ribbon...' option.



# Table of Content

## FOR MS EXCEL



- Getting Started
- Entering Data
- Cell Referencing
- Basic Formulas and Functions
- Formatting Cells
- Managing Worksheets
- Data Management
- Charts and Graphs
- Basic Data Analysis
- Printing and Page Setup
- Saving and Sharing
- Keyboard Shortcuts

## 1. Getting Started

- Introduction to Microsoft Excel.
- Starting Excel and creating a new workbook.
- Understanding the Excel interface (Ribbon, cells, rows, columns).

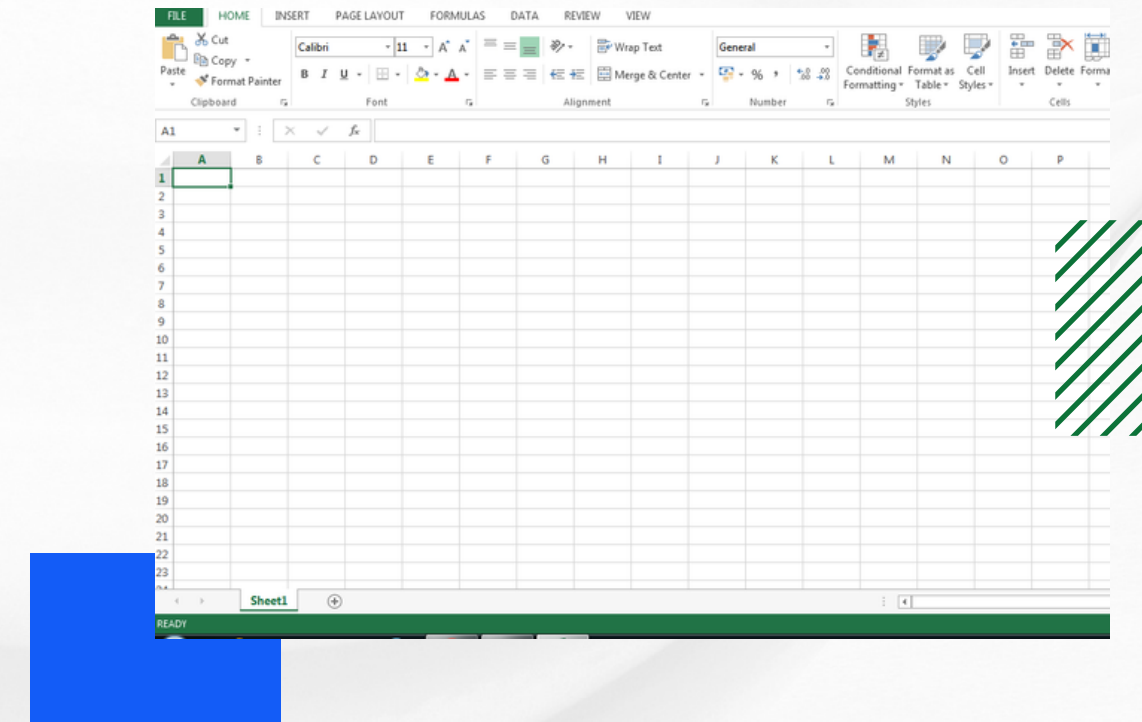
## 2. Entering Data

- Typing and editing data in cells.
- Data types (text, numbers, dates).
- Using basic formatting (font size, bold, italic, etc.).



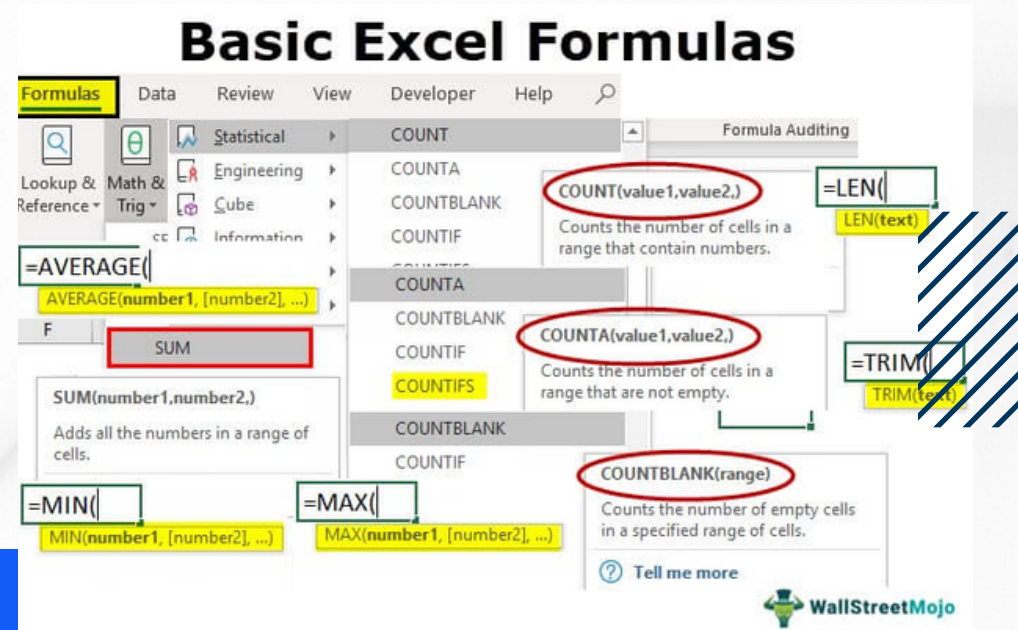
# 3. Cell Referencing

- Understanding cell addresses (e.g., A1, B2).
- Relative vs. absolute cell references.



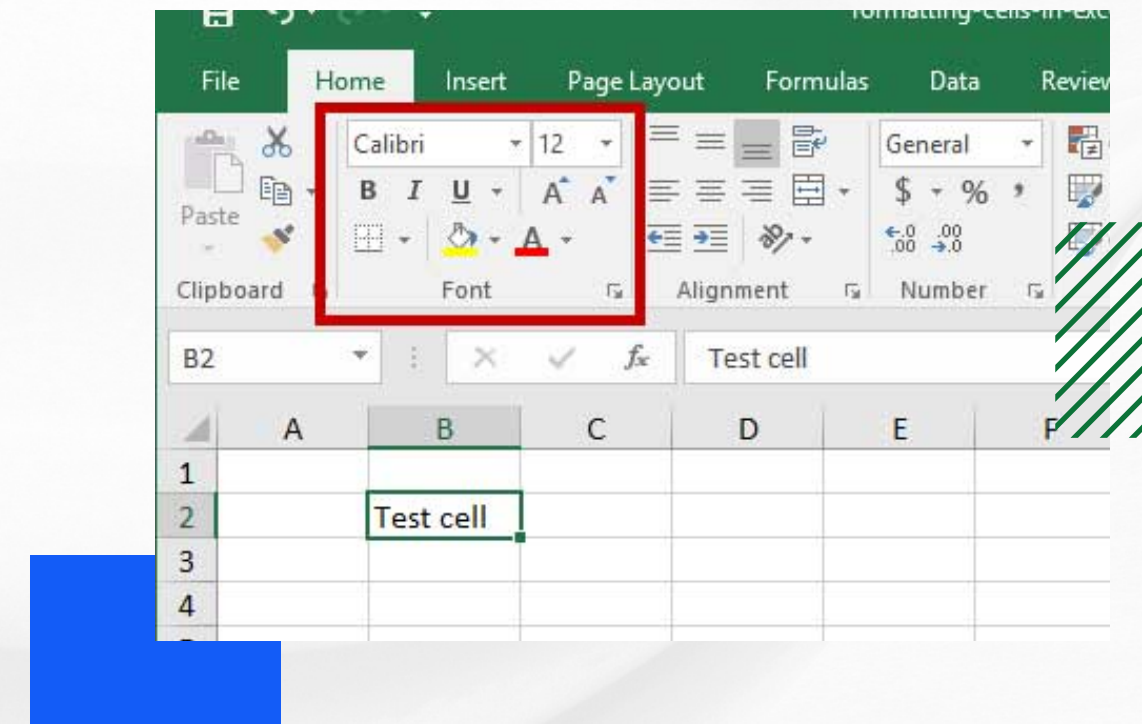
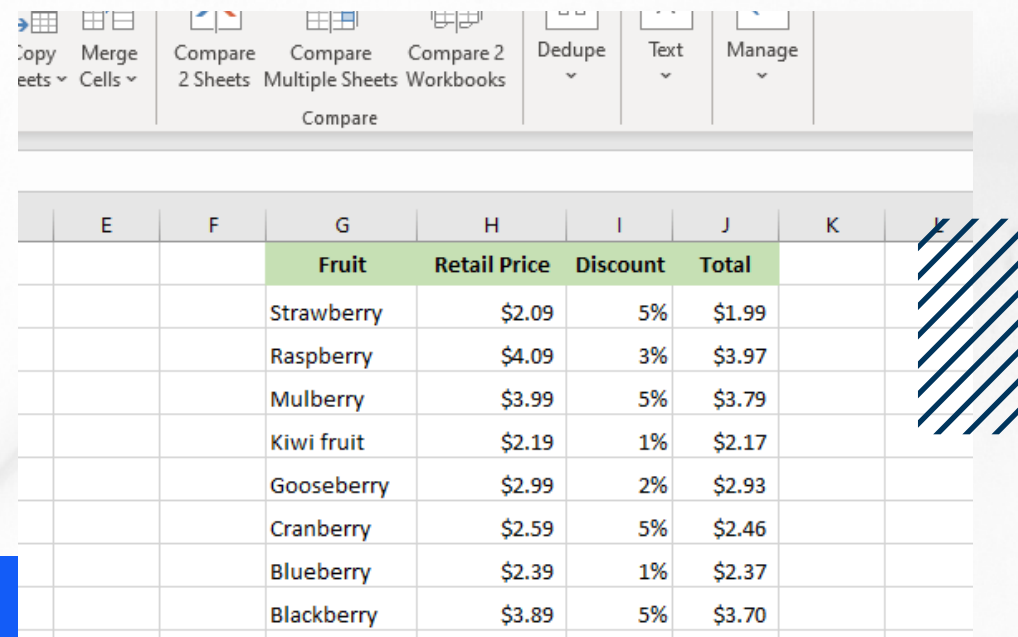
# 4. Basic Formulas and Functions

- Creating simple formulas (e.g., addition, subtraction, multiplication, division).
- Using common functions (SUM, AVERAGE, MAX, MIN).
- AutoSum and AutoFill.



## 5. Formatting Cells

- Changing number formats (currency, percentage, date).
- Cell alignment and text wrapping.
- Applying cell borders and shading.

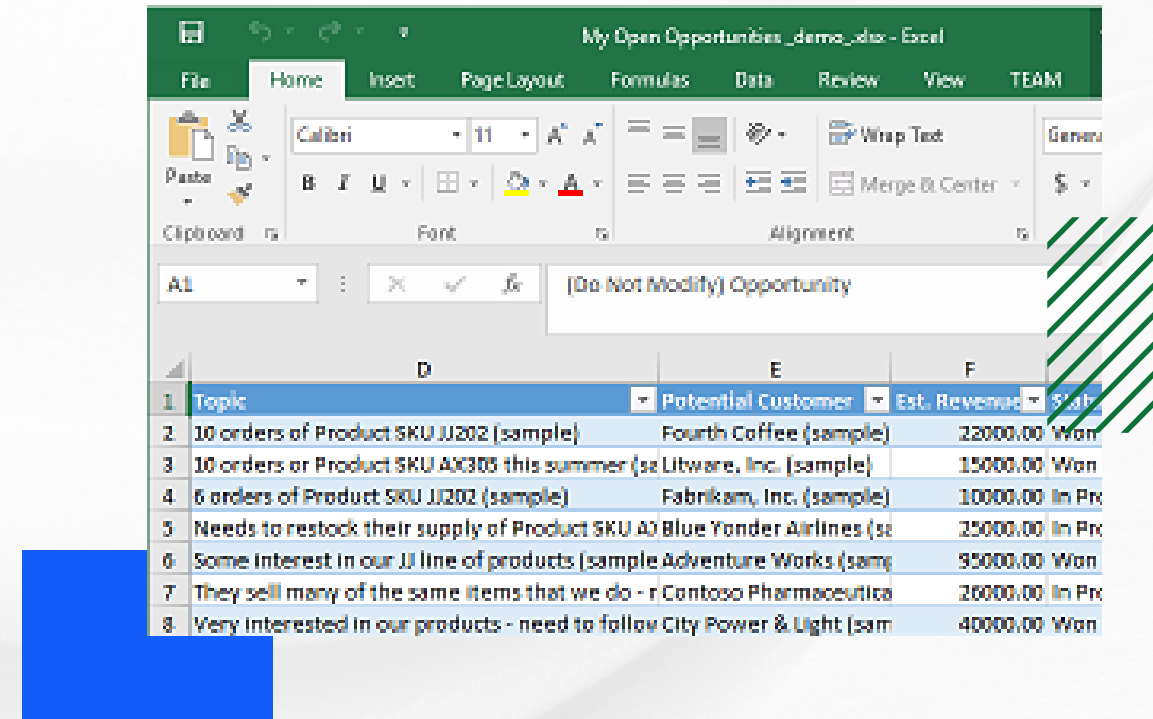
	E	F	G	H	I	J	K
			<b>Fruit</b>	<b>Retail Price</b>	<b>Discount</b>	<b>Total</b>	
			Strawberry	\$2.09	5%	\$1.99	
			Raspberry	\$4.09	3%	\$3.97	
			Mulberry	\$3.99	5%	\$3.79	
			Kiwi fruit	\$2.19	1%	\$2.17	
			Gooseberry	\$2.99	2%	\$2.93	
			Cranberry	\$2.59	5%	\$2.46	
			Blueberry	\$2.39	1%	\$2.37	
			Blackberry	\$3.89	5%	\$3.70	

## 6. Managing Worksheets

- Adding, renaming, and deleting worksheets.
- Navigating between worksheets.
- Moving and copying worksheets.

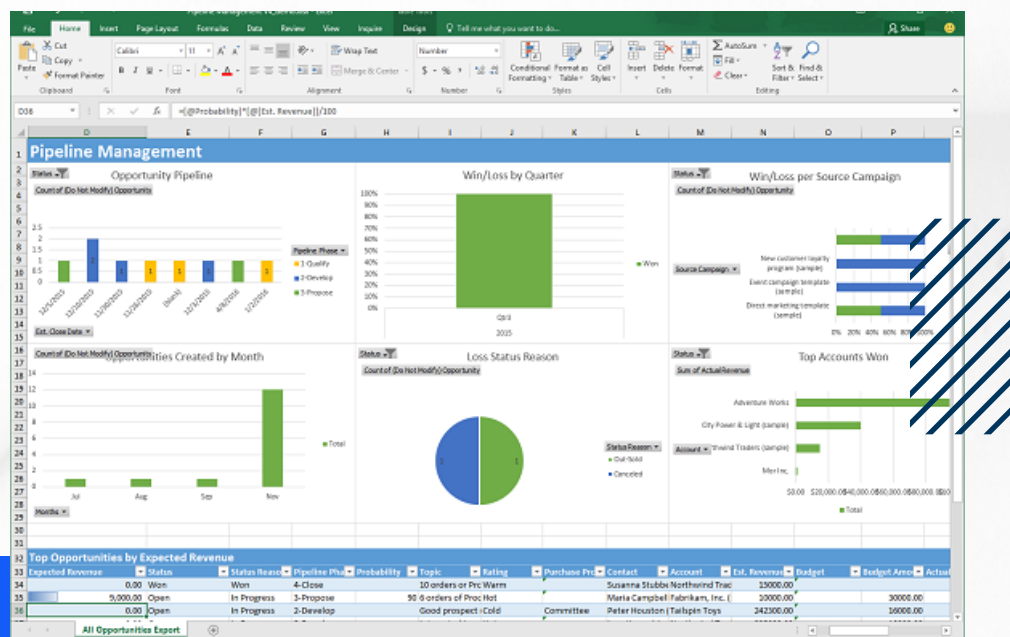
# 7. Data Management

- Sorting data.
- Filtering data.
- Removing duplicates.



# 8. Charts and Graphs

- Creating simple charts (e.g., bar charts, pie charts).
- Formatting charts.
- Adding chart titles and labels.

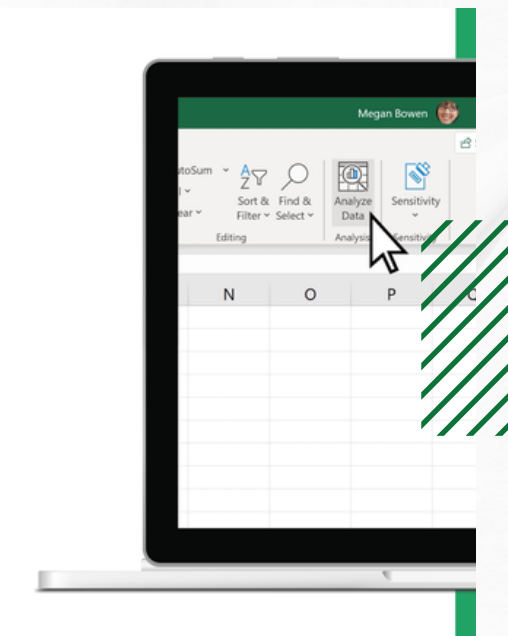


## 9. Basic Data Analysis

- Using the IF function for conditional statements.
- Creating basic pivot tables.
- Sorting and filtering data in pivot tables.

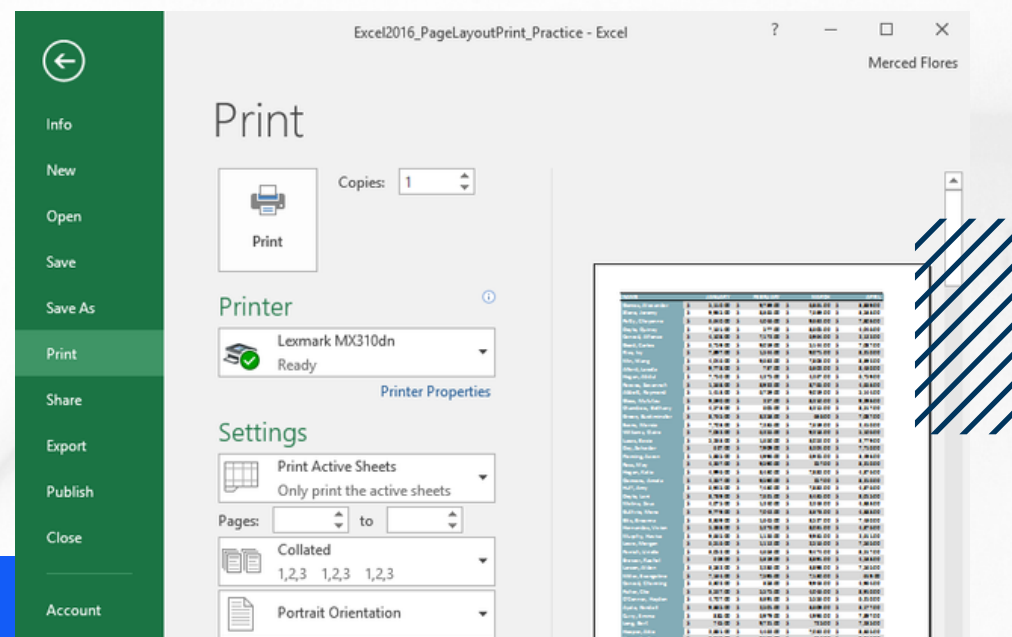
Microsoft Excel

## Analyze Data



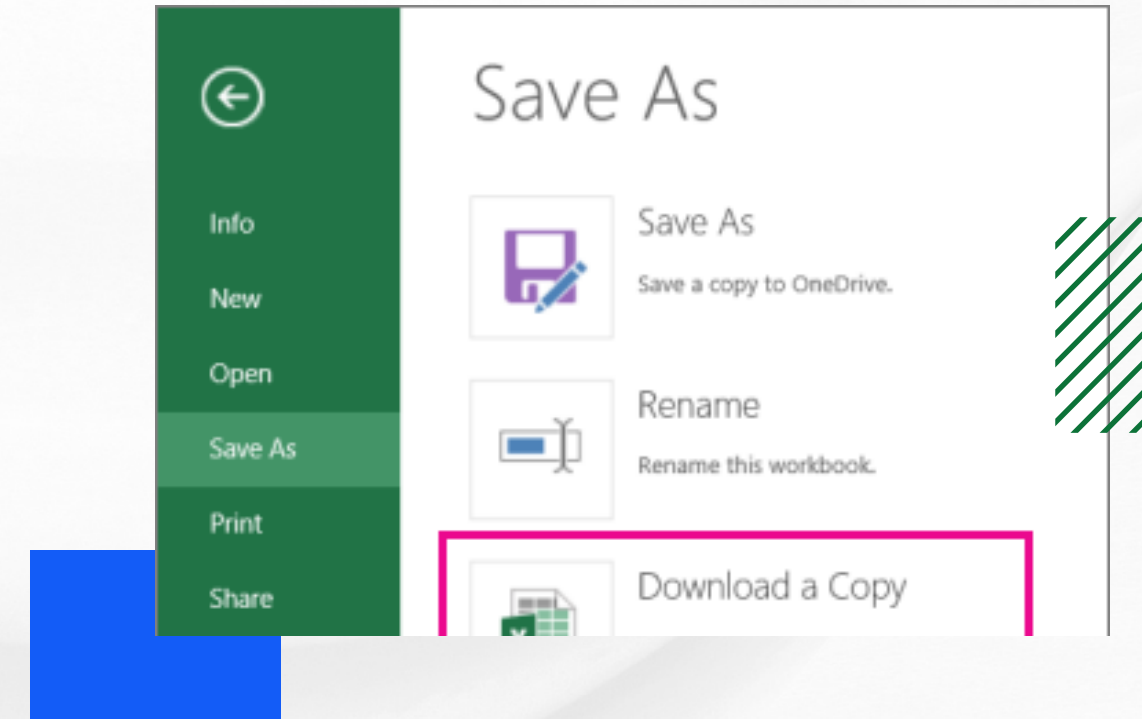
## 10. Printing and Page Setup

- Print preview.
- Setting print options.
- Adjusting page layout and orientation.



# 11. Saving and Sharing

- Saving workbooks in different formats (e.g., .xlsx, .csv).
- Sharing workbooks via email or cloud storage.
- Protecting worksheets and workbooks with passwords.



# 12. Keyboard Shortcuts

- Common keyboard shortcuts for efficiency.

7					
8					
9	Ctrl	Shift	\$	Apply currency format	Ctrl
10					
11					
12	Ctrl	Shift	%	Apply percent format	Ctrl
13					
14					
15	Ctrl	Shift	^	Apply scientific format	Ctrl
16					
17					
18	Ctrl	Shift	#	Apply date format	Ctrl
19					
20					
21	Ctrl	Shift	@	Apply time format	
22					
23					
24	Ctrl	Shift	!	Apply number format	
25					
26					
27					
28					
29					

# Table of Content

## FOR MS POWERPOINT



- Getting Started
- Slides and Layouts
- Adding and Formatting Text
- Adding and Formatting Images
- Slide Transitions
- Animations
- Adding Shapes and Objects
- Design Themes and Templates
- Adding Speaker Notes
- Saving and Exporting
- Slide Show Presentation
- Printing Slides

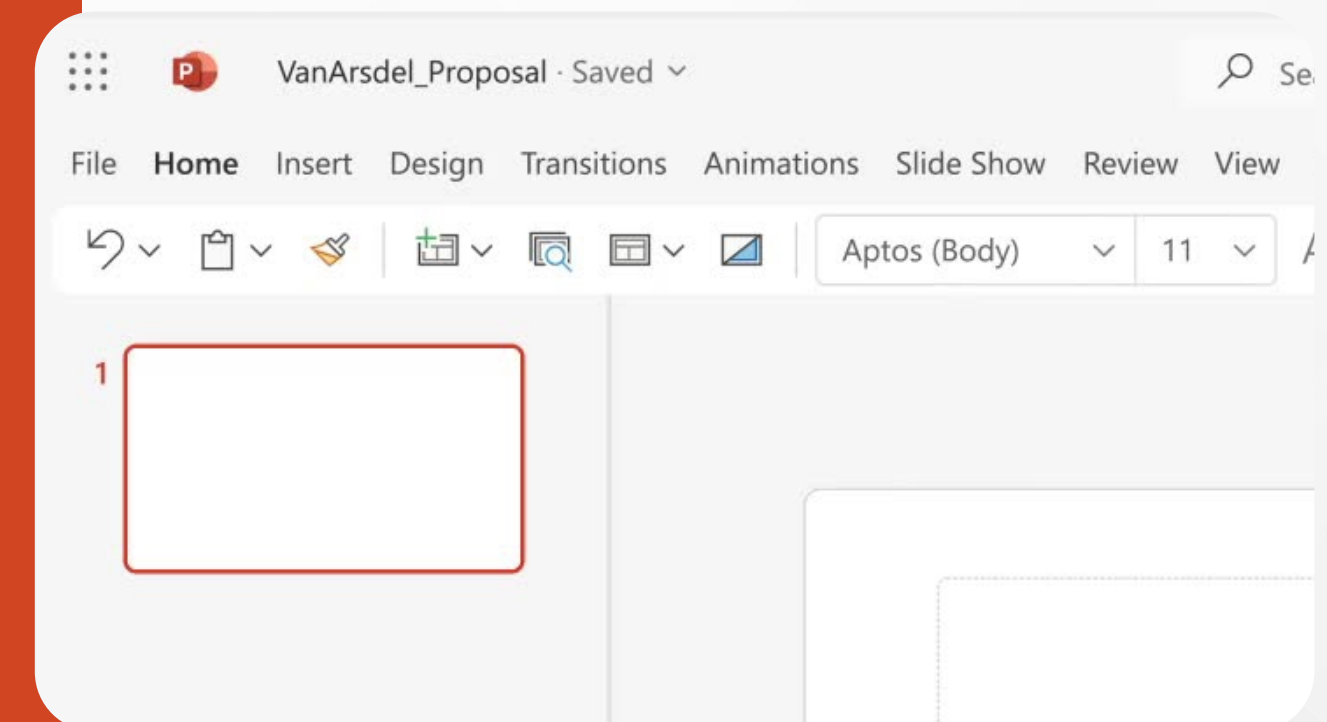
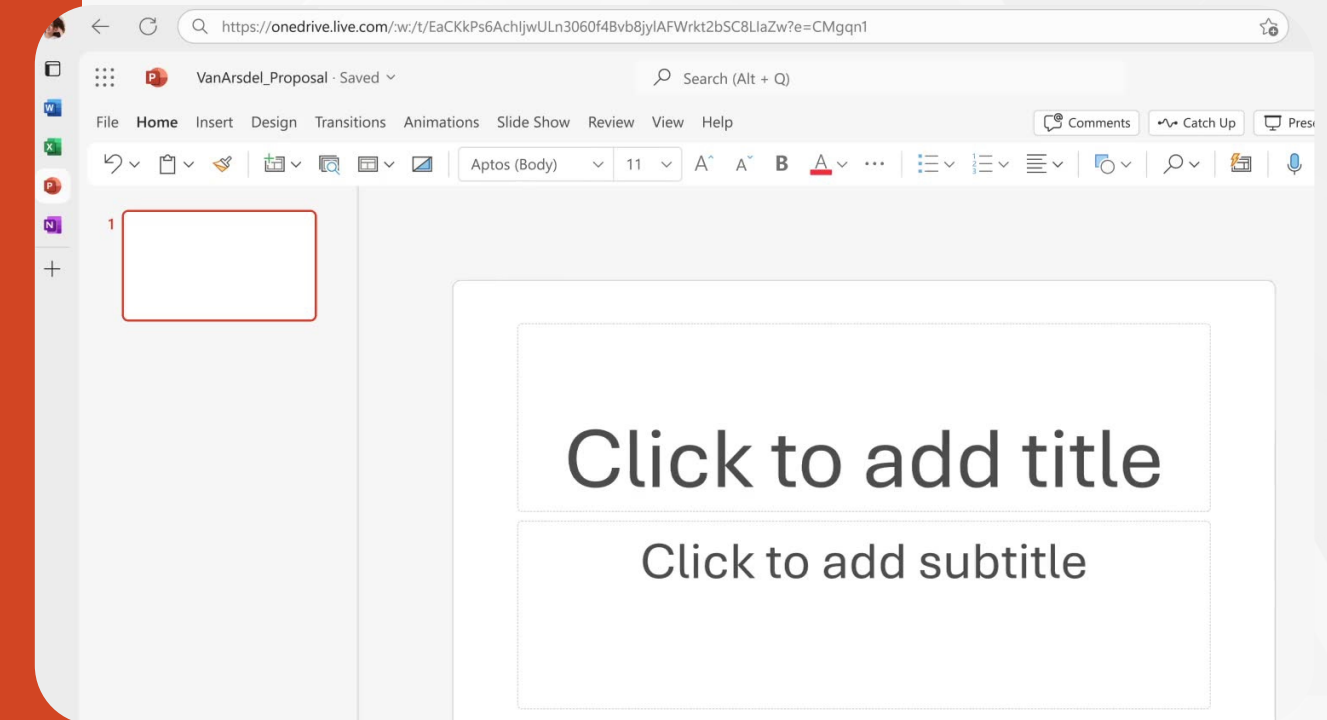


## 1. Getting Started

- Introduction to Microsoft PowerPoint.
- Starting PowerPoint and creating a new presentation.
- Understanding the PowerPoint interface

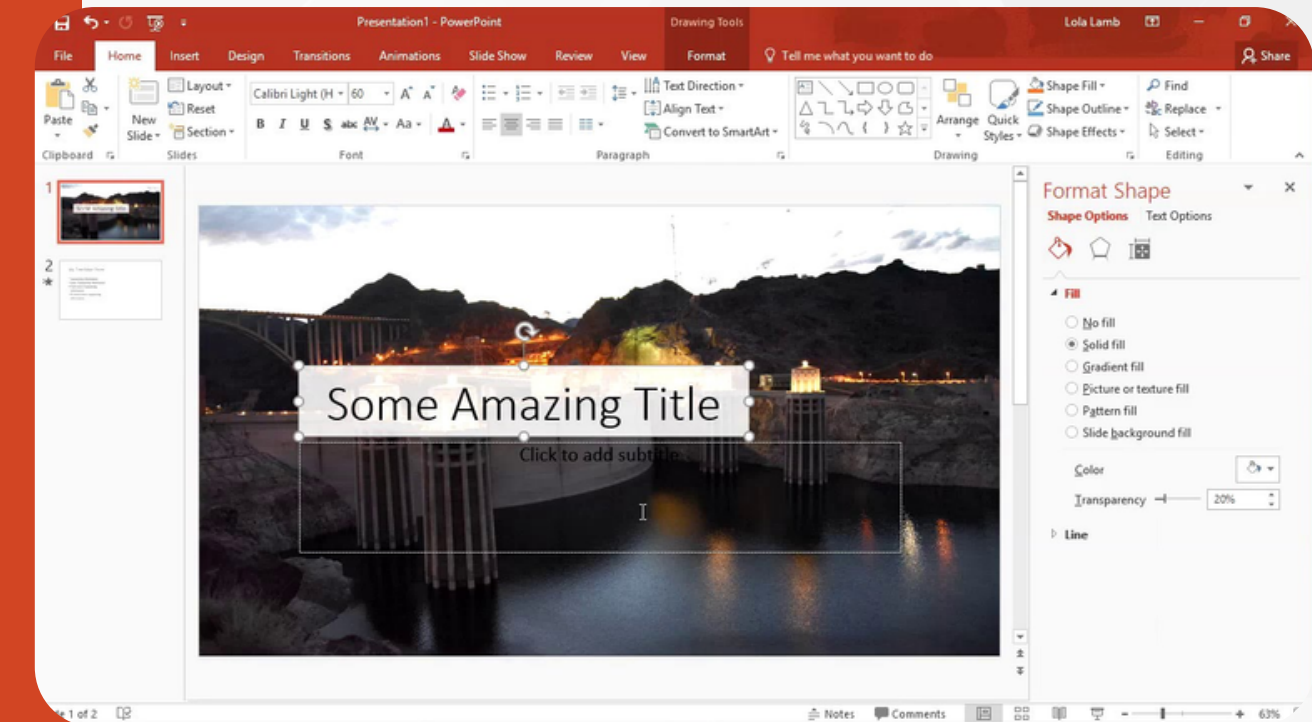
## 2. Slides and Layouts

- Creating and deleting slides.
- Applying different slide layouts (title slide, content slide, etc.).
- Rearranging slides.



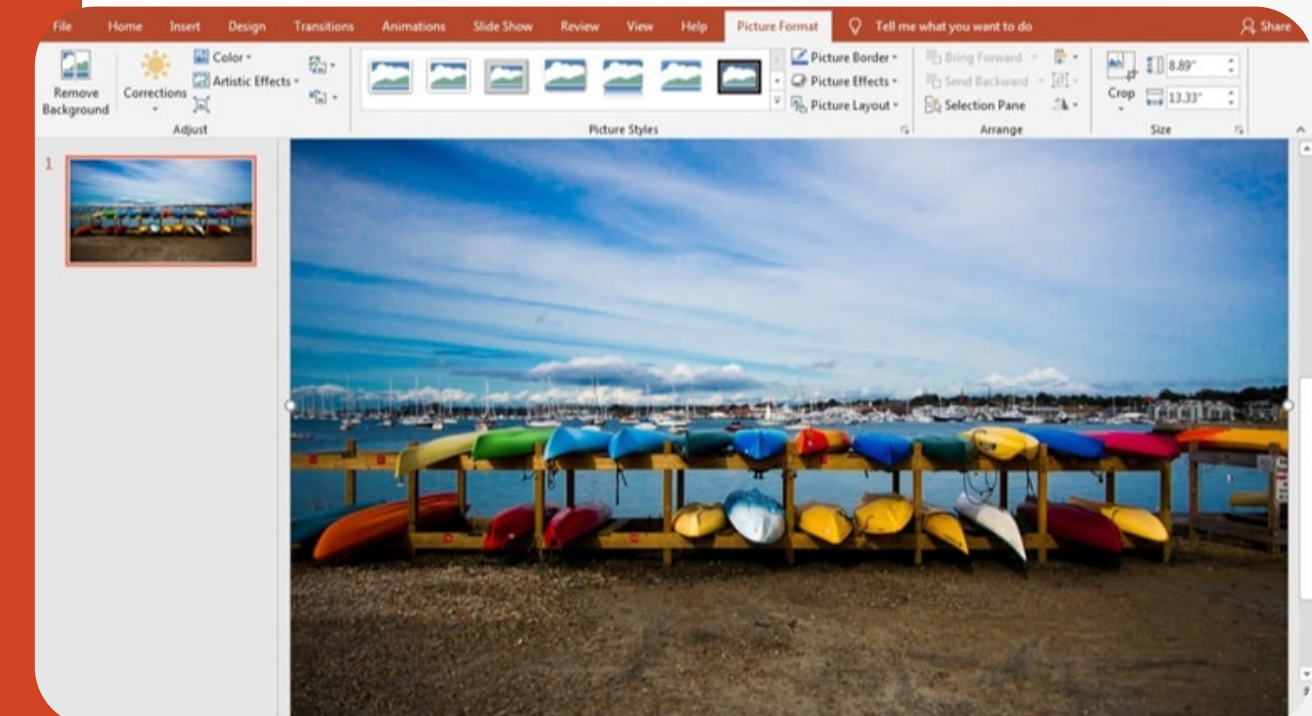
## 3. Adding and Formatting Text

- Typing and editing text in placeholders.
- Formatting text (font size, color, style).
- Using bullet points and numbering.



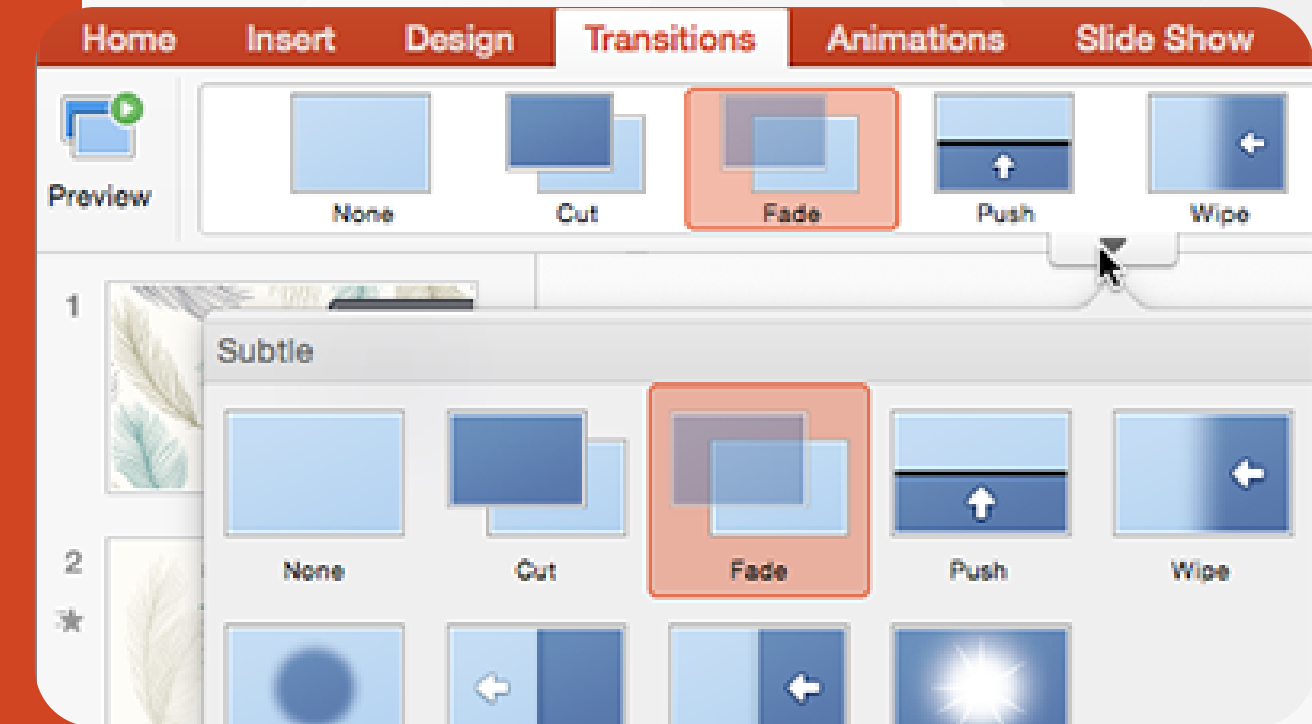
## 4. Adding and Formatting Images

- Inserting images and graphics.
- Resizing and moving images.
- Applying basic image formatting (brightness, contrast, etc.).



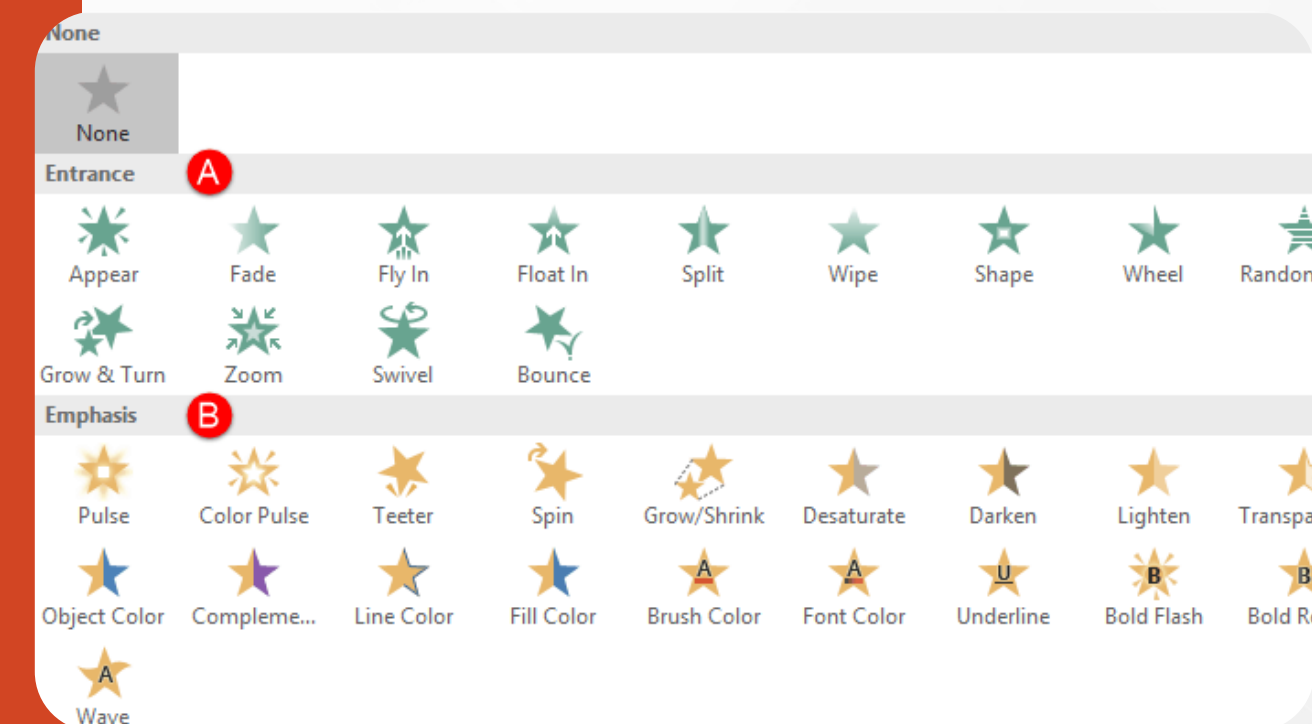
## 5. Slide Transitions

- Adding slide transitions for visual effects.
- Adjusting transition speed and timing.



## 6. Animations

- Adding entrance, exit, and emphasis animations to objects.
- Adjusting animation settings.

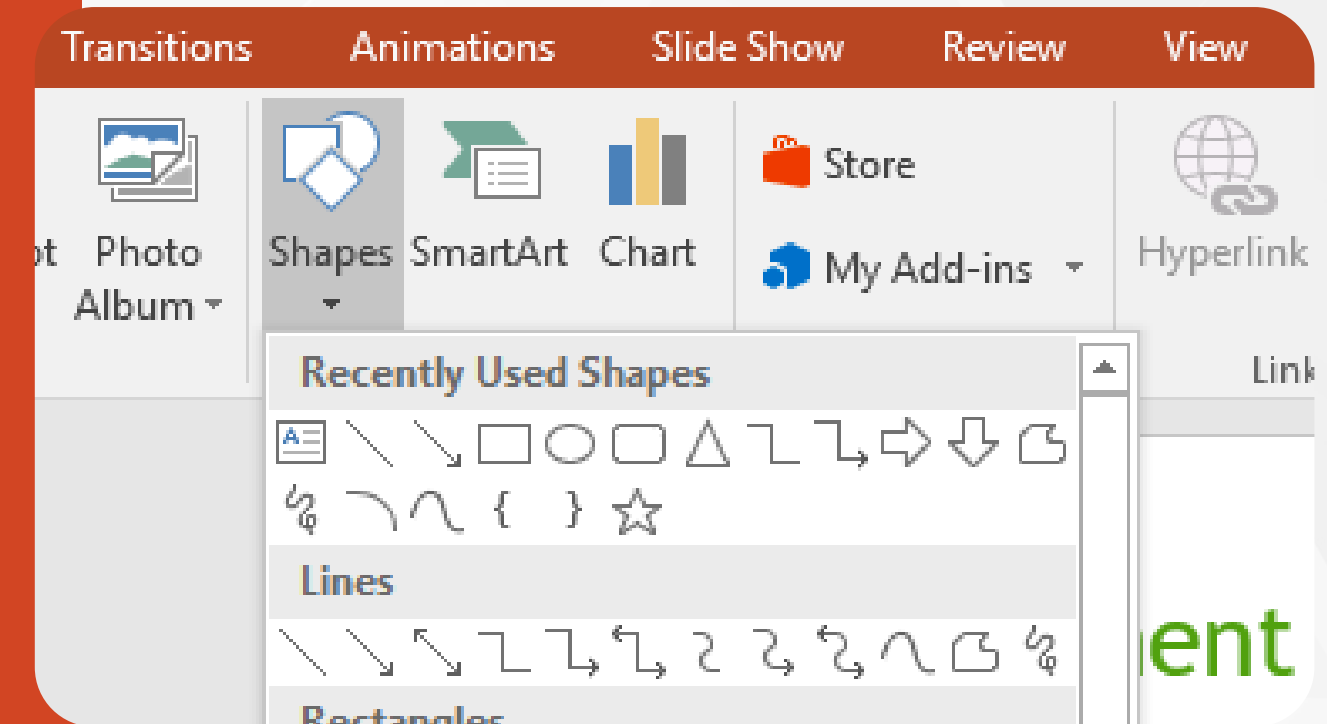


## 7. Adding Shapes and Objects

- Inserting shapes, lines, and text boxes.
- Formatting shapes and objects (color, outline, etc.).
- Grouping and ungrouping objects.

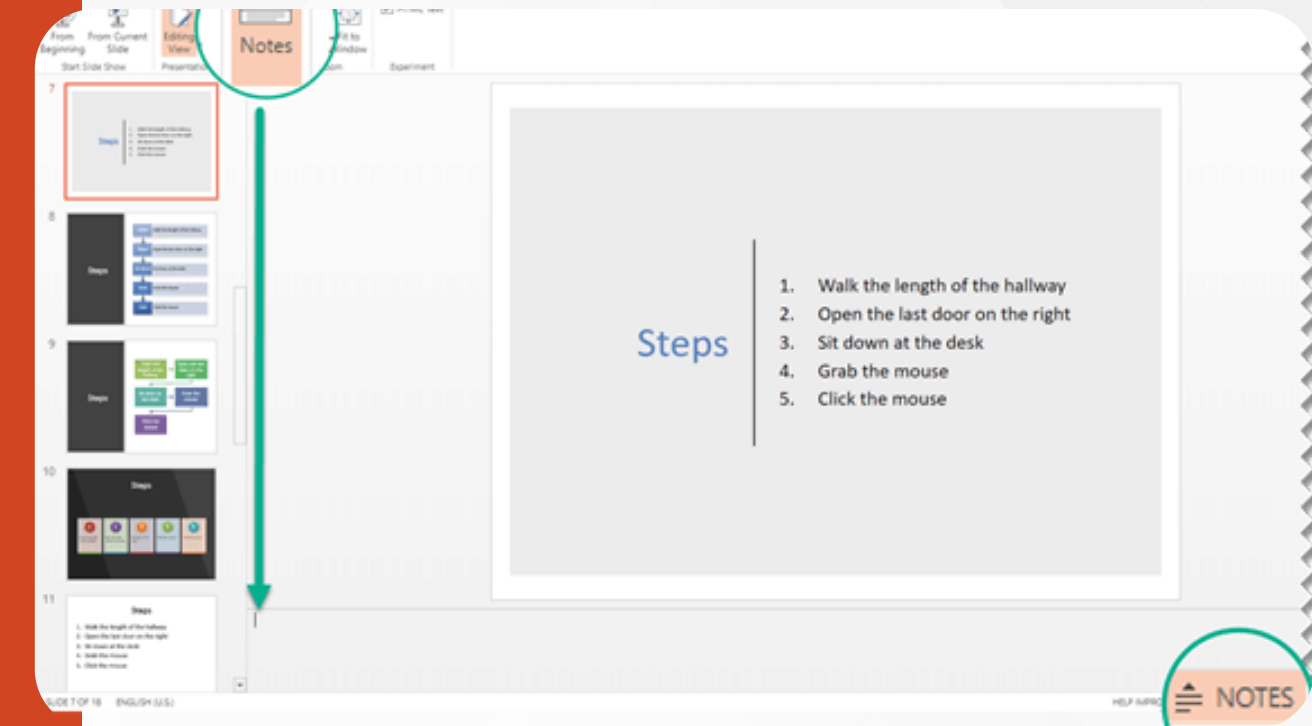
## 8. Design Themes and Templates

- Applying design themes and templates for consistent formatting.
- Customizing themes and backgrounds.



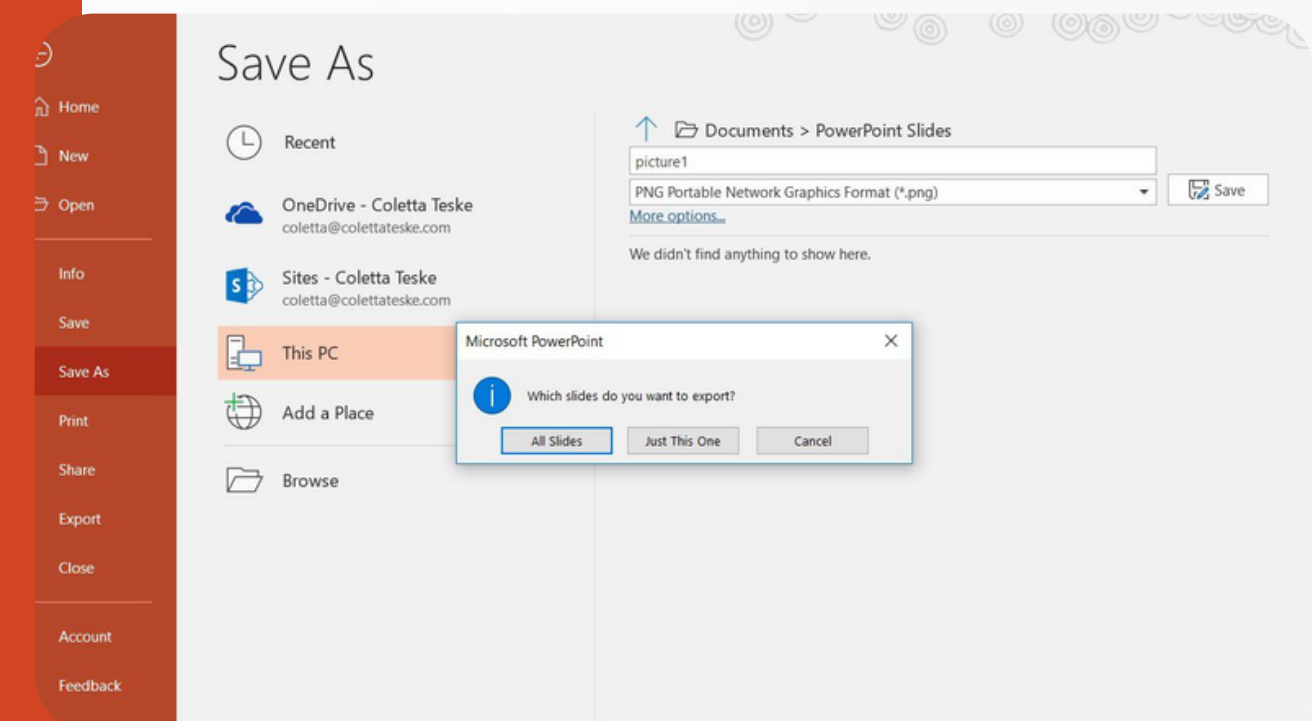
## 9. Adding Speaker Notes

- Adding and viewing speaker notes for presenter guidance.
- Printing notes pages for reference.



## 10. Saving and Exporting

- Saving presentations in different formats (e.g., .pptx, .pdf).
- Exporting slides for online sharing or printing.

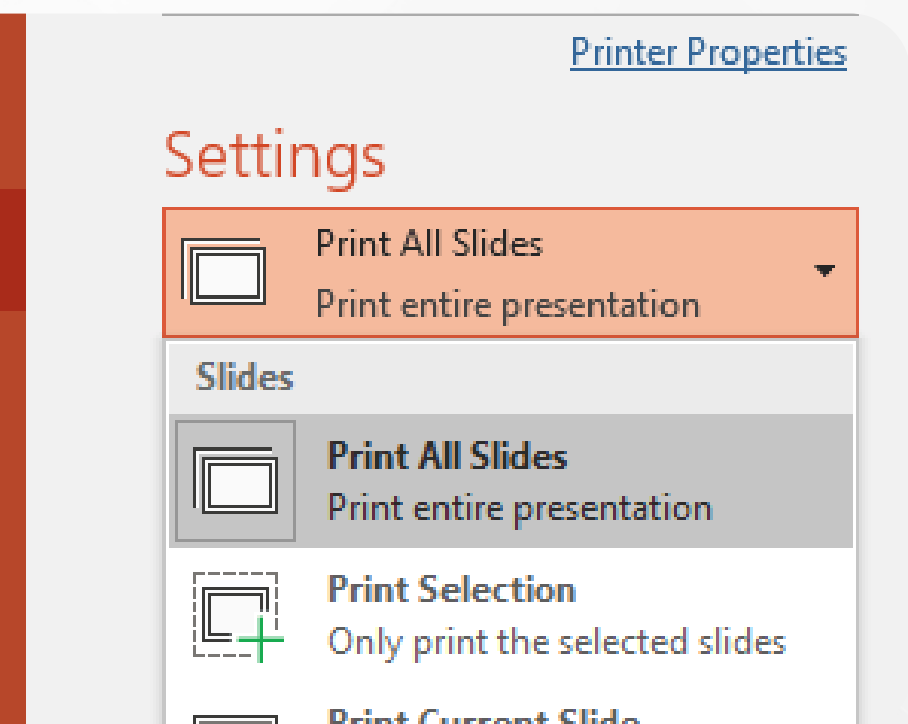
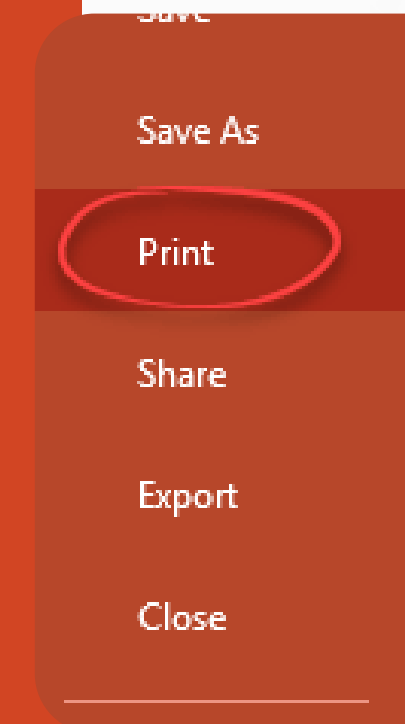
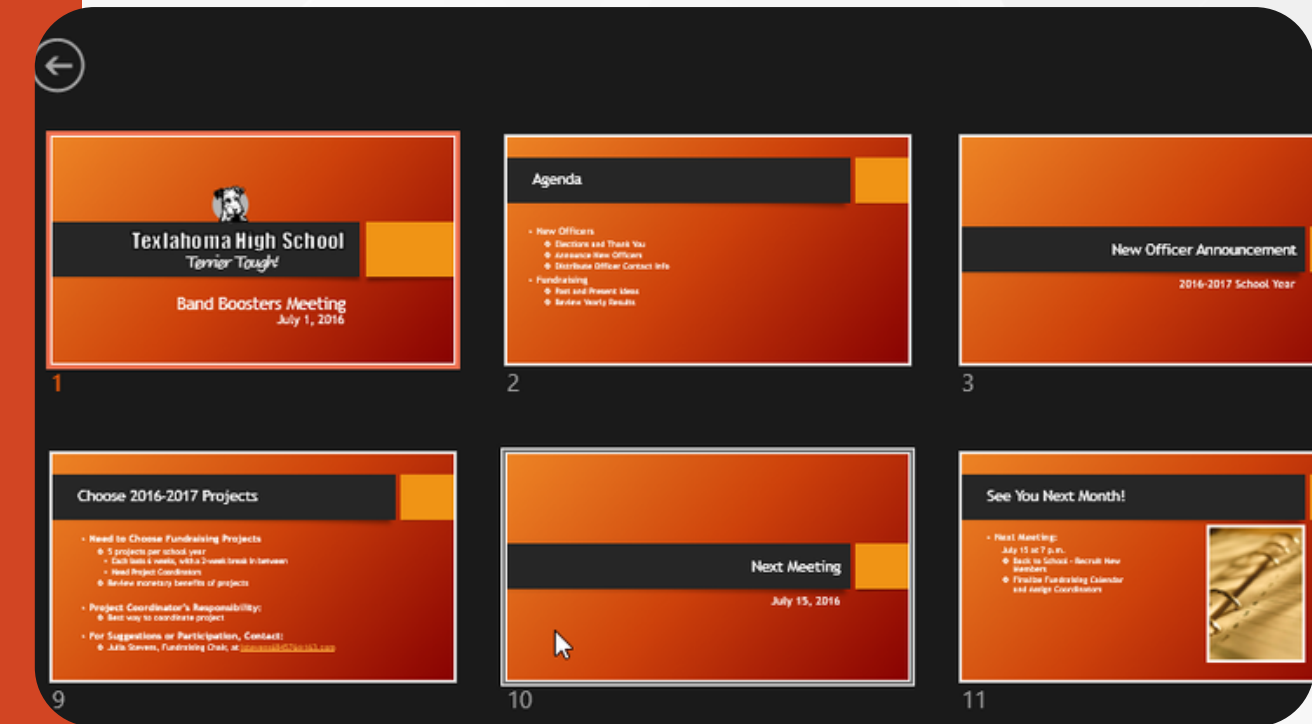


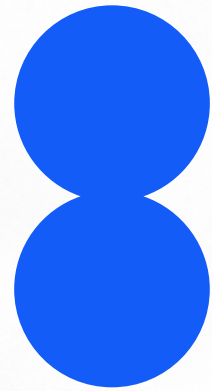
## 11. Slide Show Presentation

- Starting a slide show from the beginning or a specific slide.
- Navigating through slides during a presentation.
- Using the Presenter View (if available).

## 12. Printing Slides

- Printing slides, handouts, and notes pages.
- Setting print options.





# GOT QUESTIONS?

**Reach out.**

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*Thank  
You*

