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Training & Development

MICROSOFT OFFICE

COURSE OUTLINE

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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

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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.

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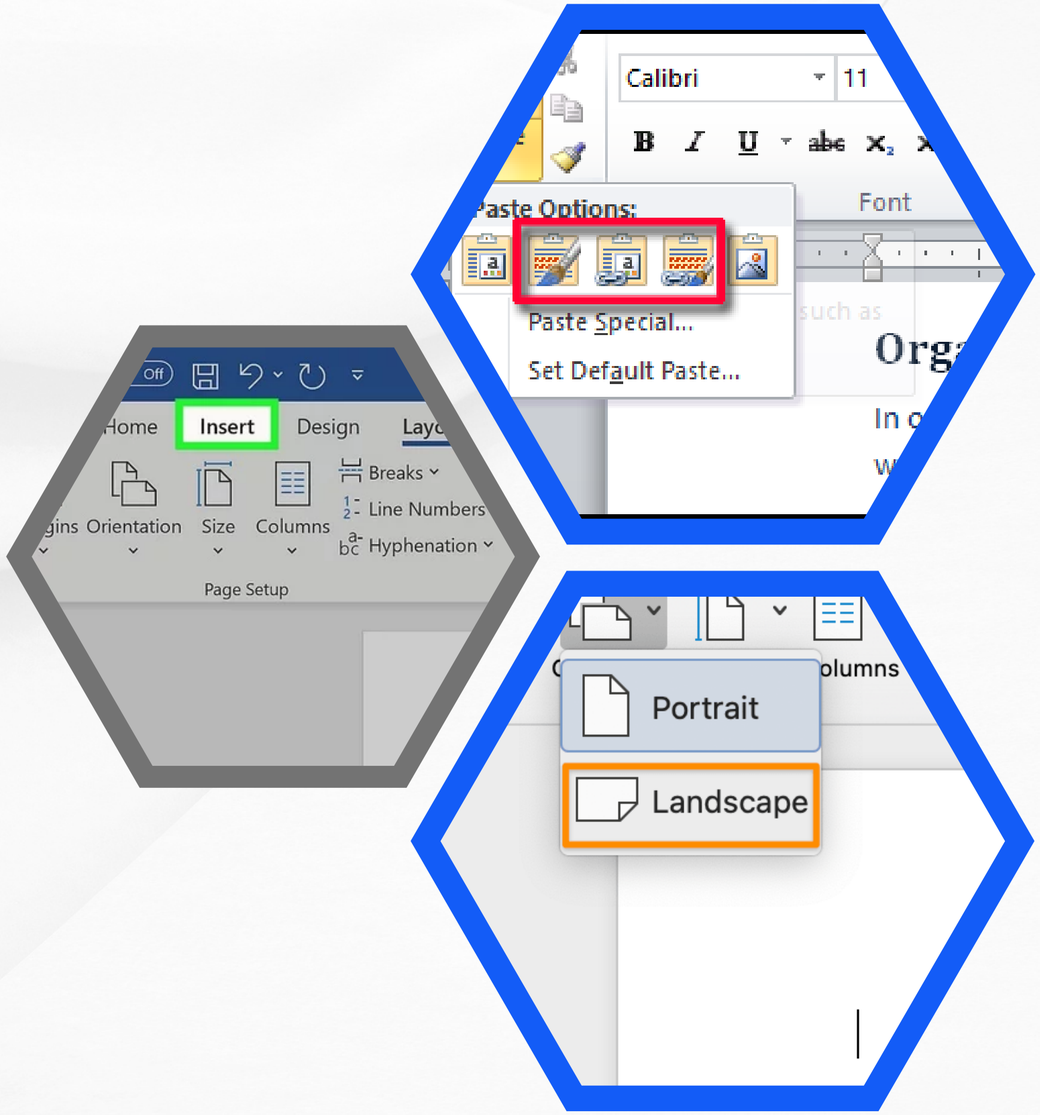
3. Formatting Text

- 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.

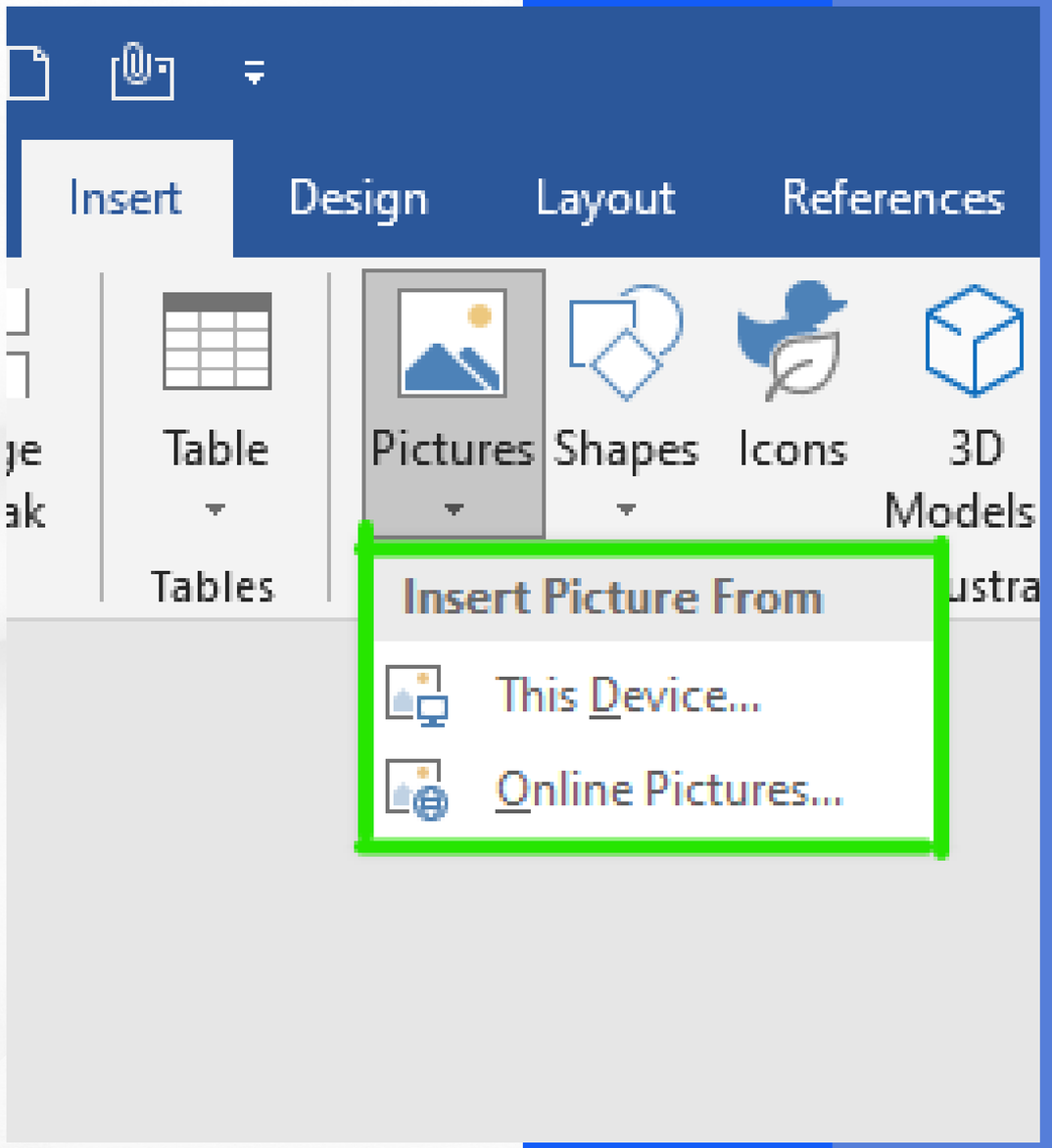


5. Document Structure

- 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.



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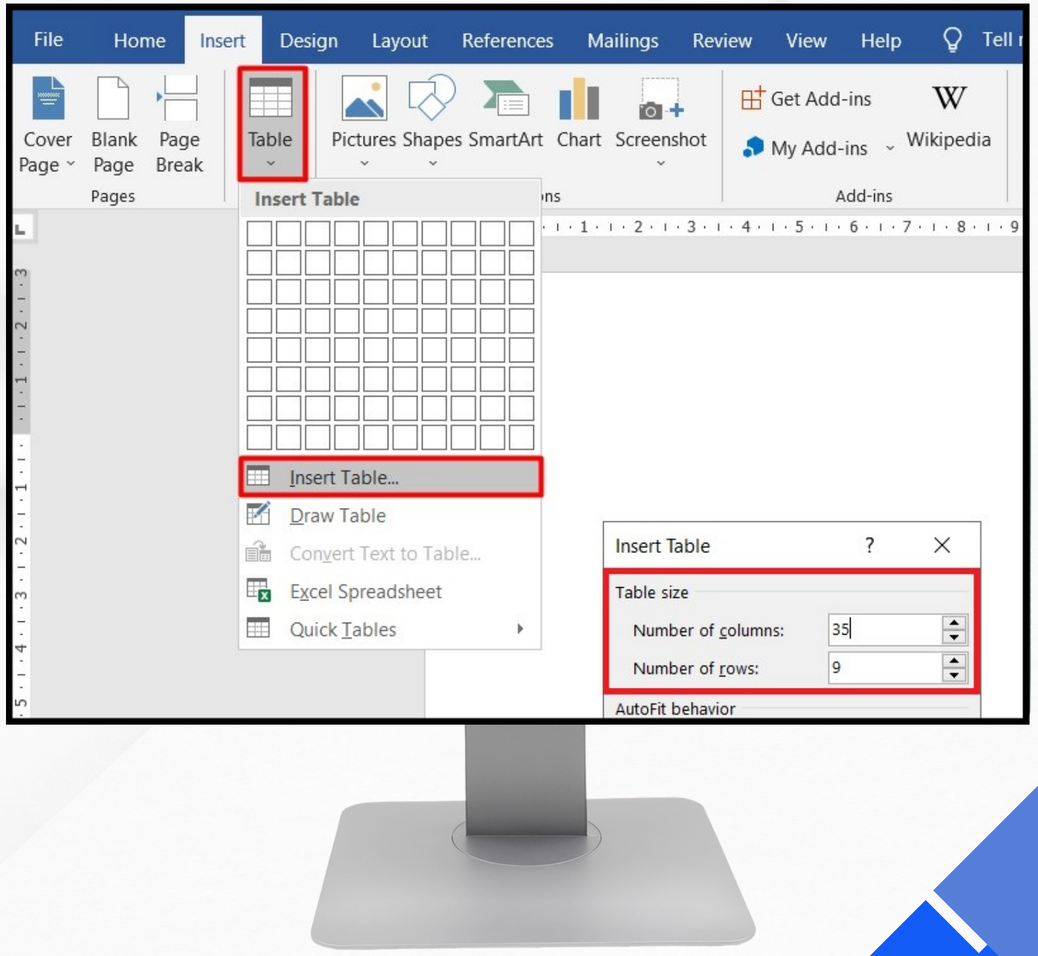
7. Tables

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

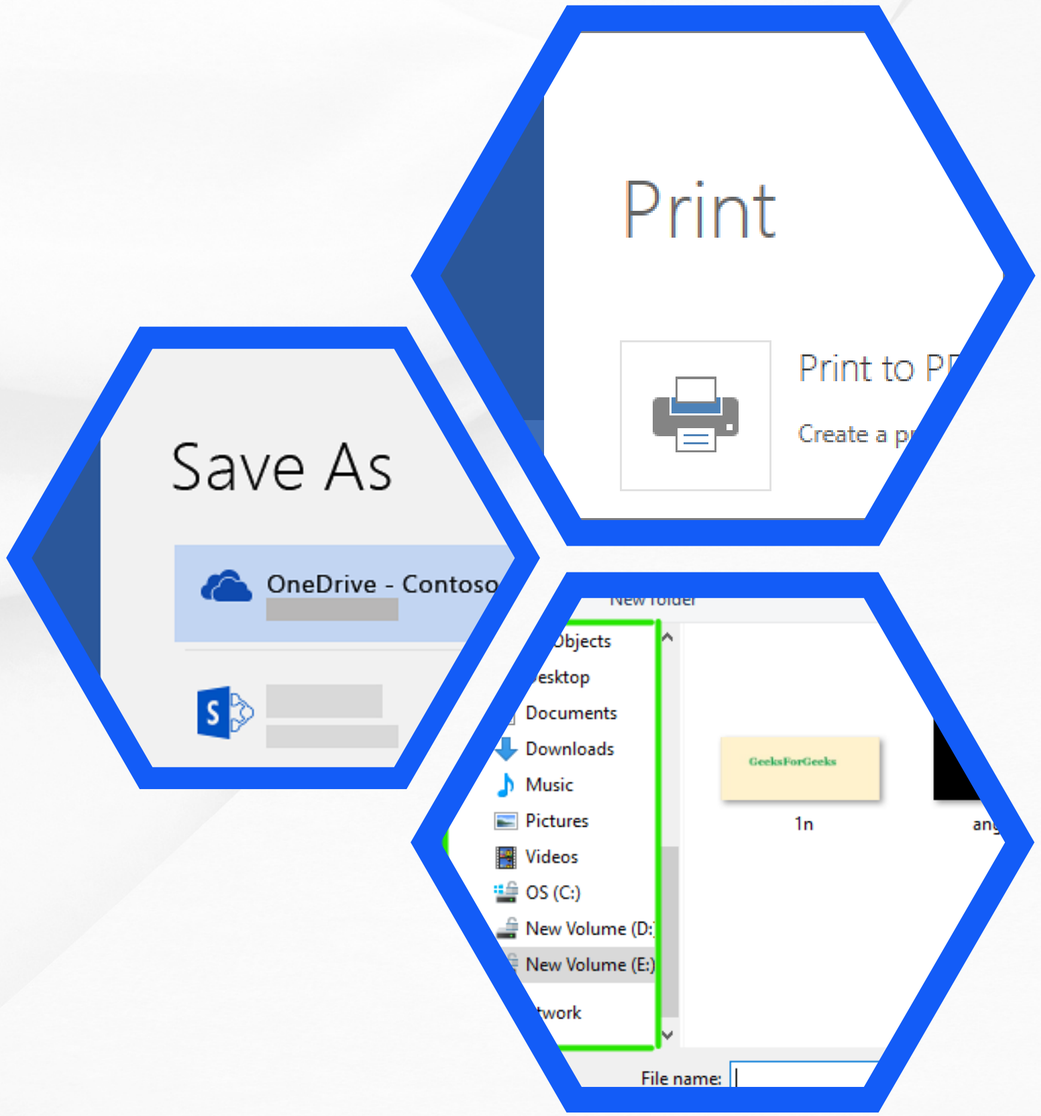


8. Spell Check and Proofreading

- 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.

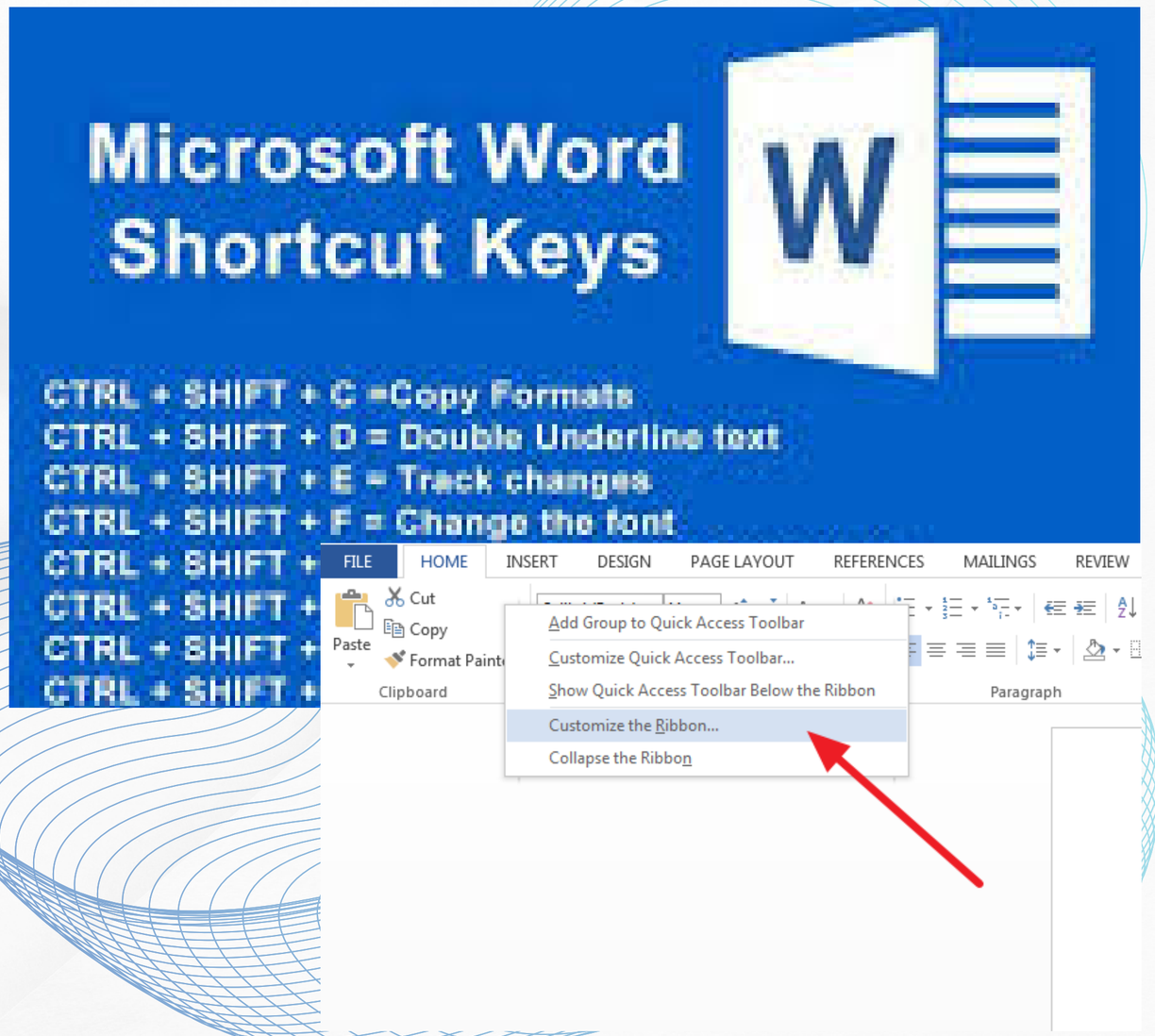


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Table of Content

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

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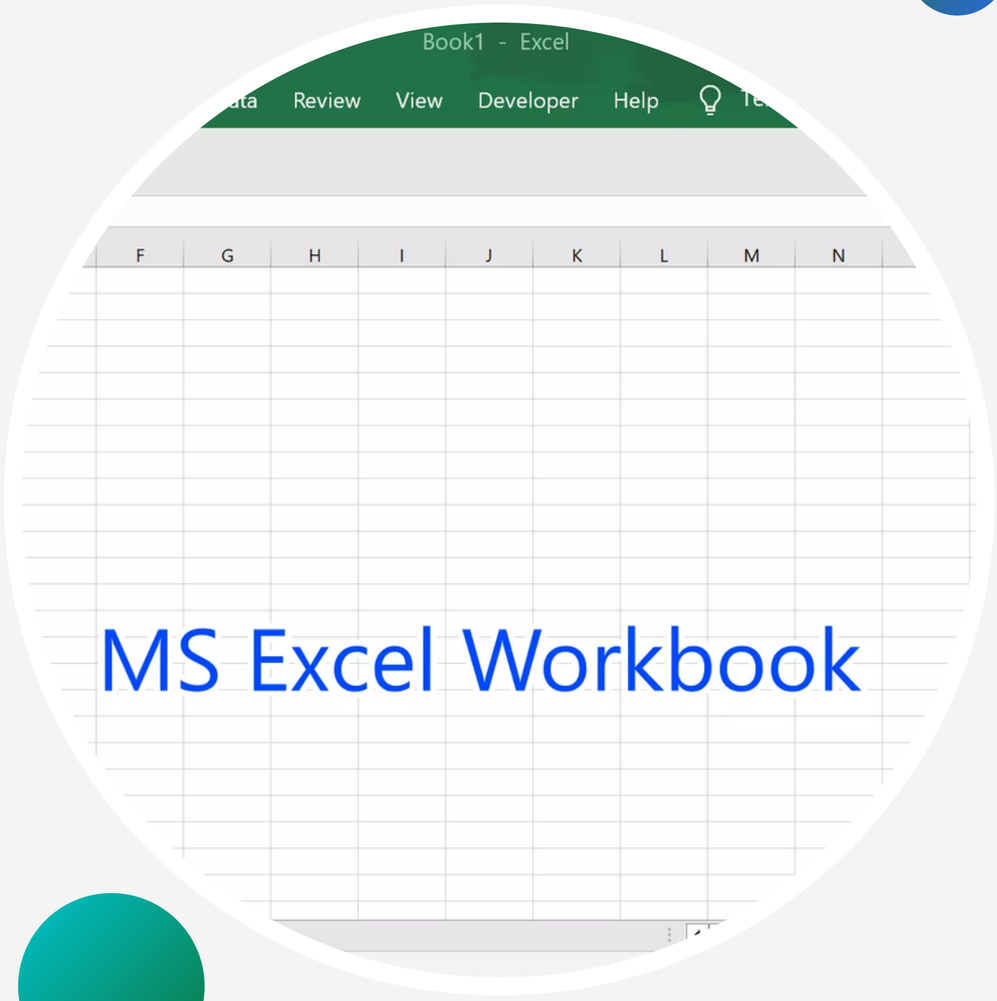
1. Getting Started

- 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.).



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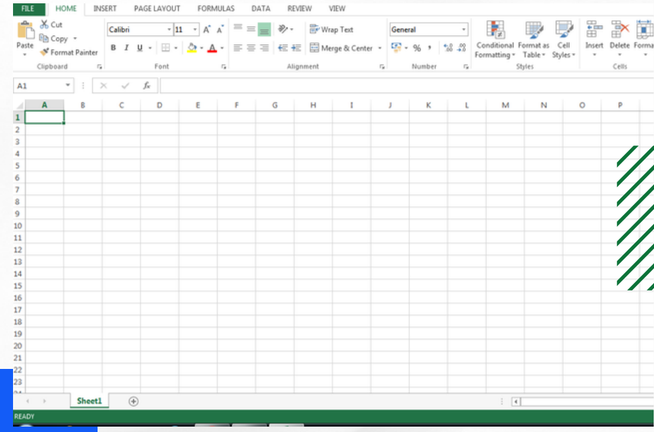
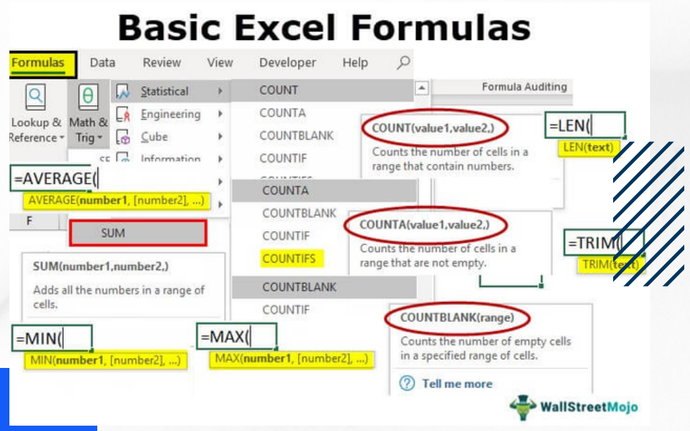
3. Cell Referencing

- 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.

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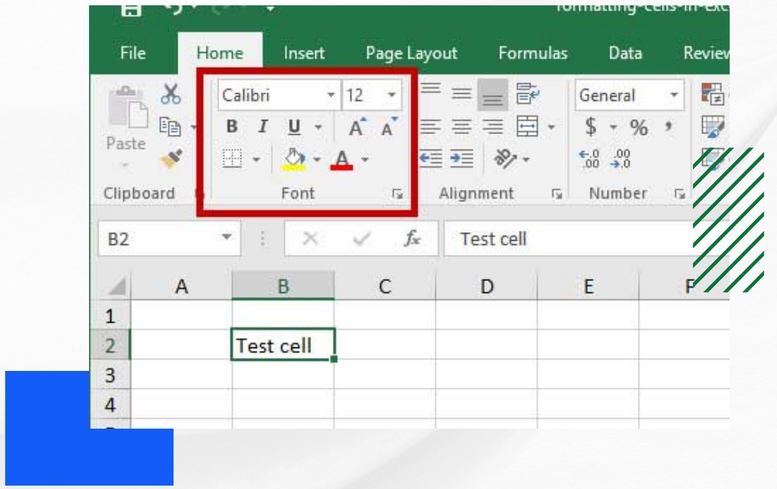
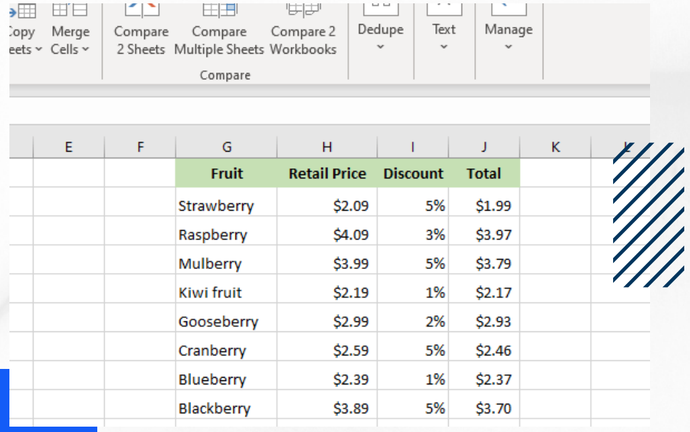
5. Formatting Cells

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





6. Managing Worksheets

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

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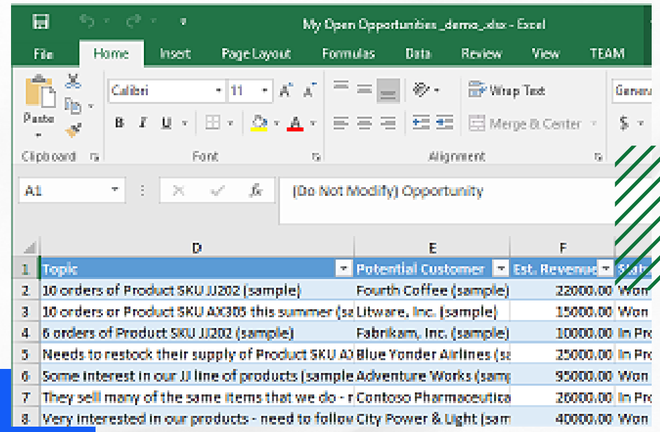
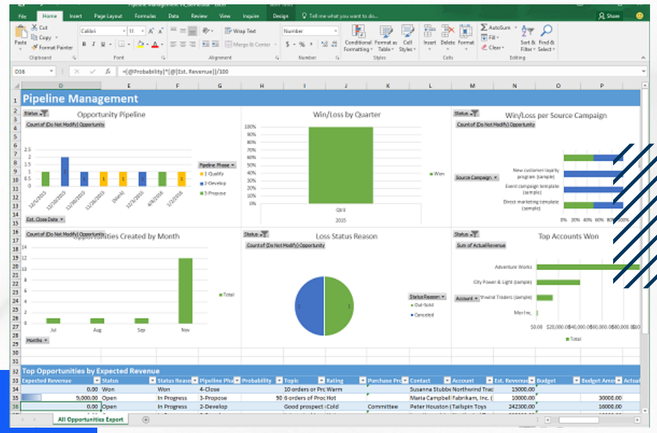
7. Data Management

- 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.

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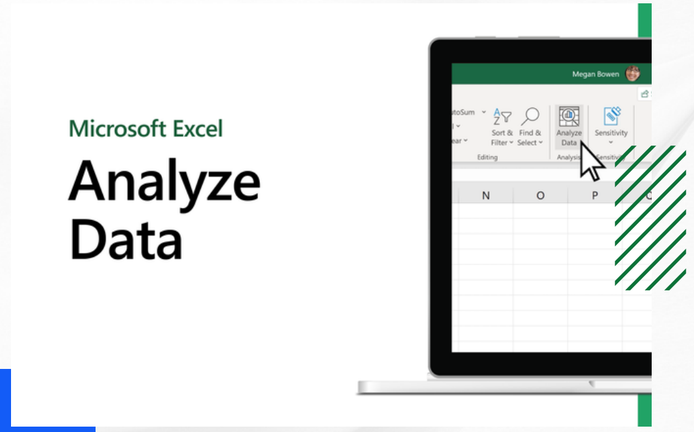
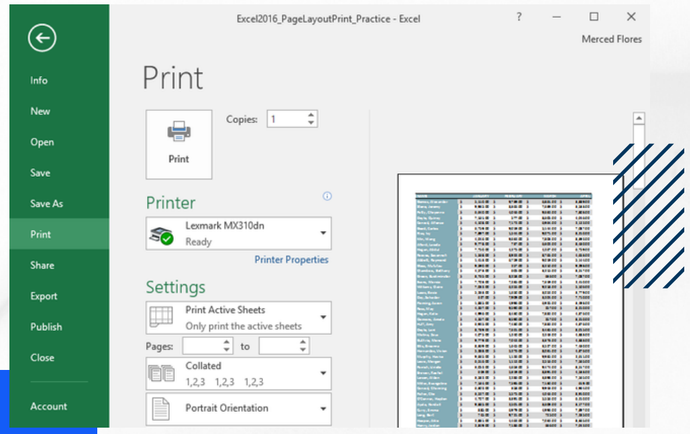
9. Basic Data Analysis

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





10. Printing and Page Setup

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

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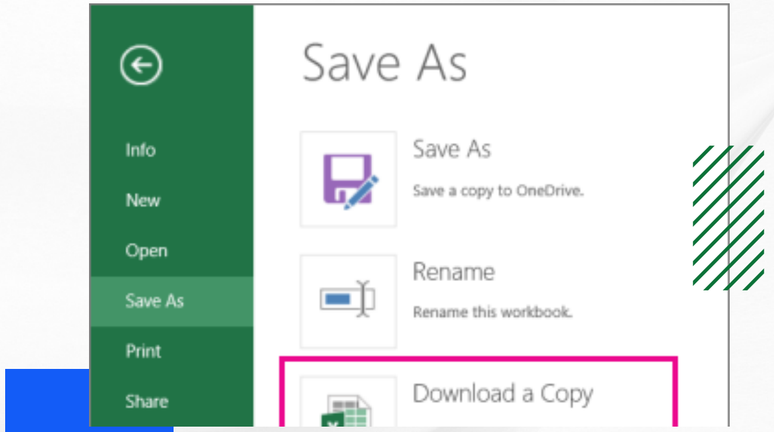
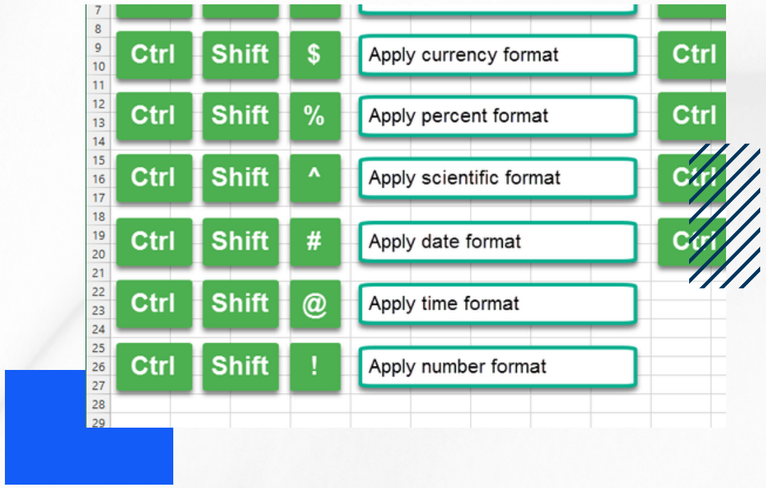
11. Saving and Sharing

- 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.

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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

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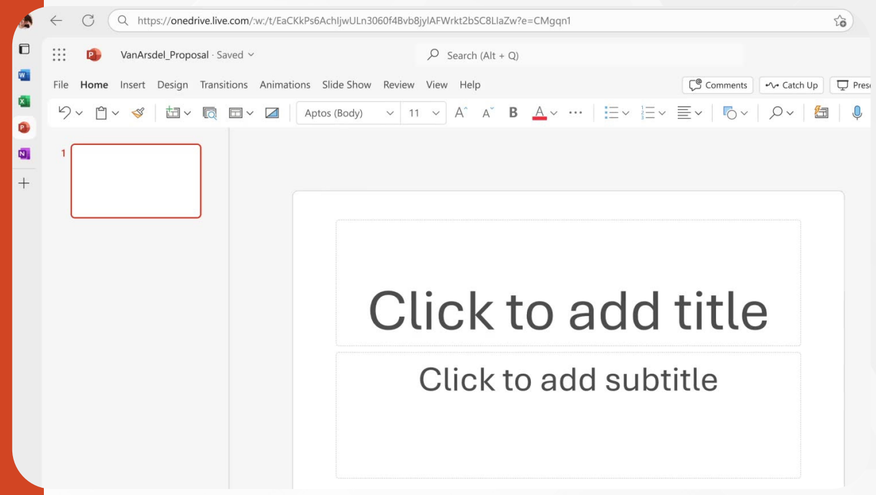
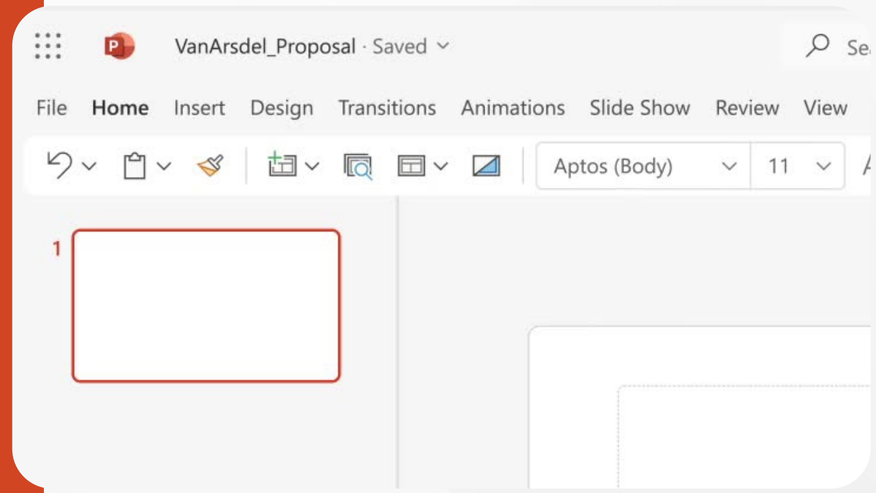
1. Getting Started

- 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.



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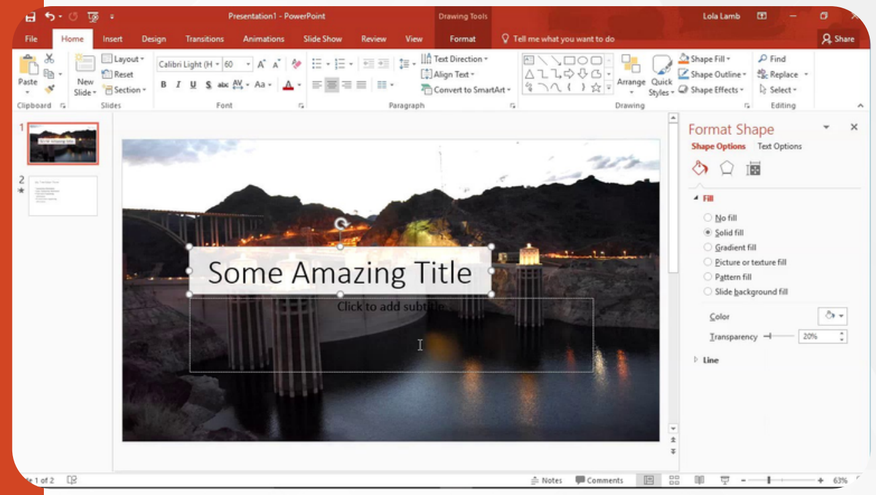
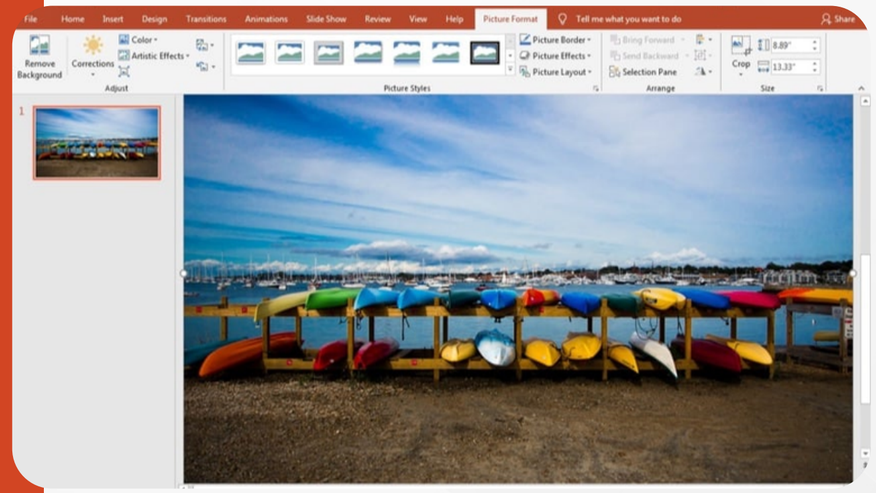
3. Adding and Formatting Text

- 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.).



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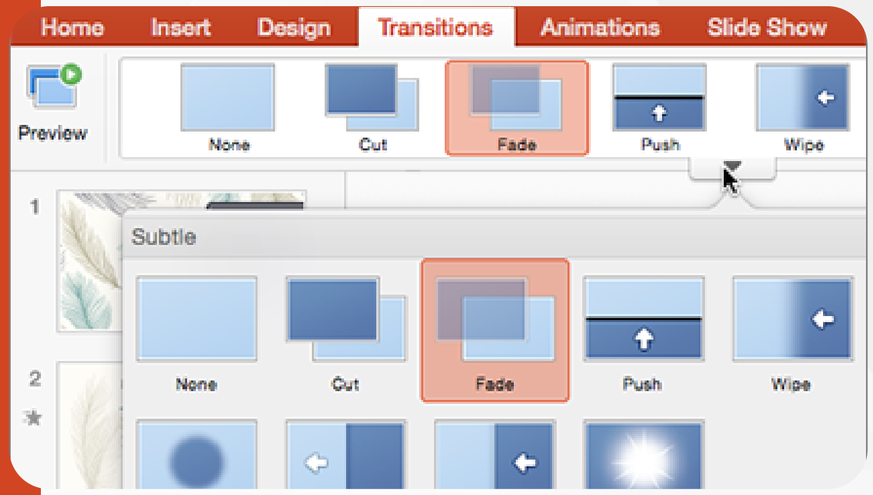
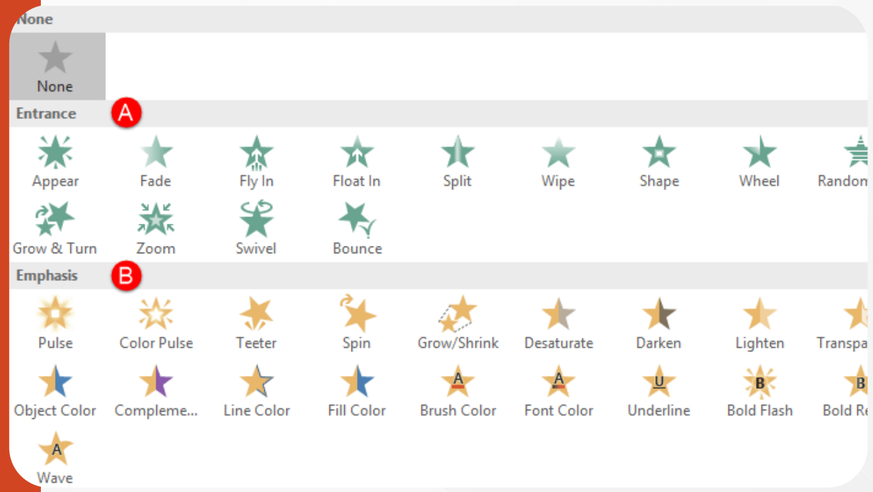
5. Slide Transitions

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



6. Animations

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



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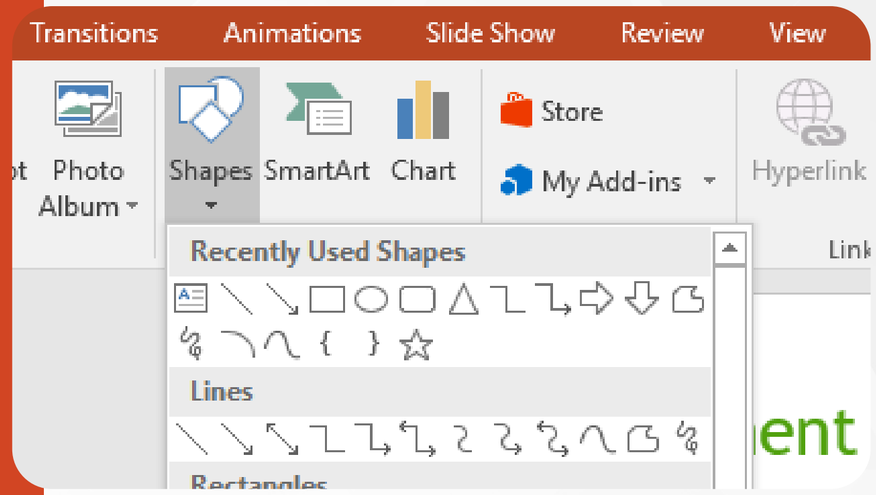
7. Adding Shapes and Objects

- 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.

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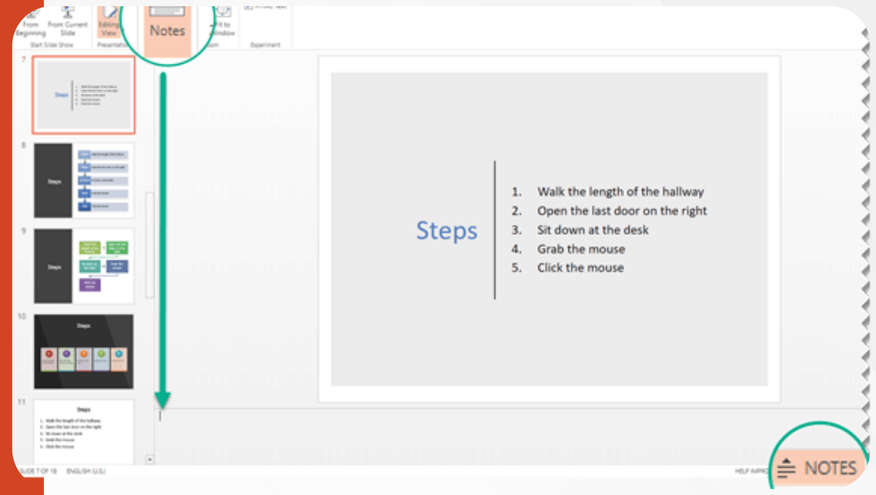
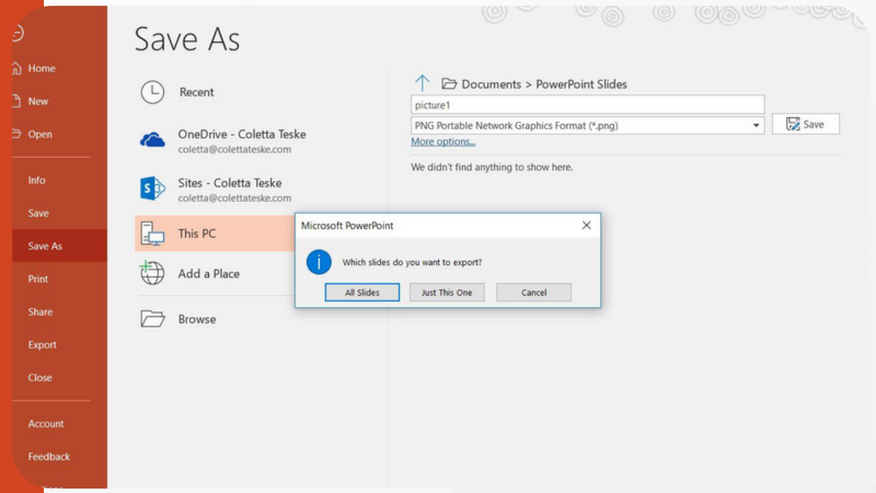
9. Adding Speaker Notes

- 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.



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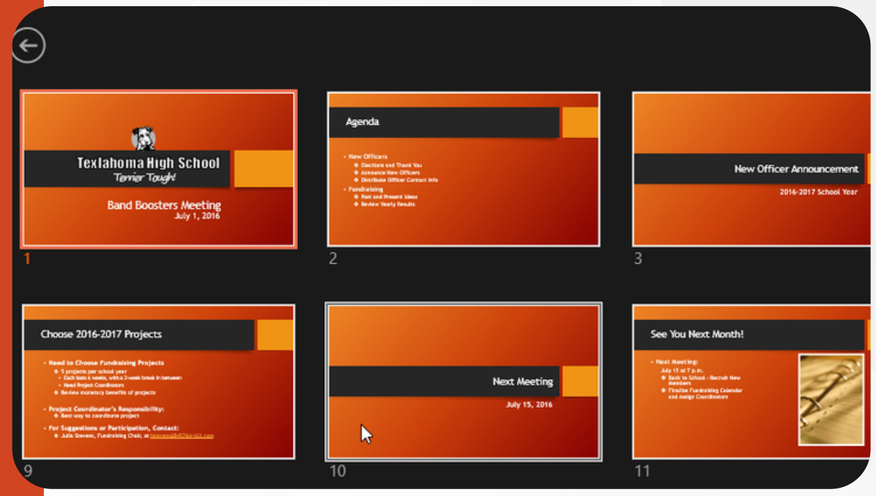
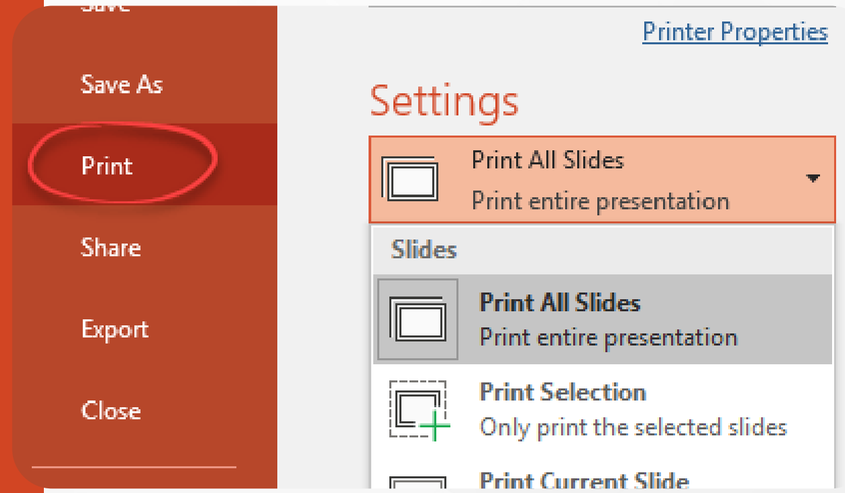
11. Slide Show Presentation

- 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.



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GOT QUESTIONS?

Reach out.

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