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**Learning Style: On Demand**

**Provider: Microsoft**

**Difficulty: Beginner**

**Course Duration: 2 Hours**

## Office Mac 2011



## **About the course:**

Microsoft Office has some significant modifications in features, formatting, usability, and looks in the year 2011. This course is designed to teach you about those changes. So in this course, you will learn and train everything you required to know about Microsoft Office. Start from the basics to the most advanced features, after this online class you have the ability and expertise to use MS Office at an expert-level.

## **Learning:**

Candidates will learn following about MS Office

- How to use section, paragraph, character, and document level formatting
- How to use styles
- Study the difference between form and content
- How to make title pages
- Automatically generation of tables content
- Study techniques to integrate Microsoft Word with Microsoft Excel
- Use sharing and printing in MS Office
- Utilization of passwords in MS Office to secure your work in different scenarios
- Automatically insert a bibliography and create references
- Work with footers and headers
- Use mail-merge to personalized bulk emails and create form letters
- Use templates to rapidly-produce stunning documents
- Format and edit your content to present it in the best possible form

## **Targeted Audience:**

- Anyone is perfect for taking this training i.e. (Beginners to Advanced users)

## **Prerequisites:**

- There are no prerequisites to appear in this course

## Course Outline:

### Word 2011 Topics

- The Ribbon and Customization
- File Compatibility
- Themes
- Picture Formats
- Smart Art
- Zoom Control
- Sky Drive Overview
- Macro Capability
- Search Highlight
- Dynamic Reordering
- Equation Tool
- Citation Bibliographies

### Excel 2011 Topics

- Cell Styles
- Templates and Themes
- Tables
- Conditional Formats
- Sorting
- Charts
- Sparklines
- Pivot Tables
- Page Layout
- Summer Functions
- Remove Duplicates

### PowerPoint 2011 Topics

- Themes
- Presenter View
- Dynamics Reordering
- Slide Masters
- Custom Layouts
- Convert to Smart Art
- Broadcast Show

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