Office Web Apps

Modality: On Demand

Duration: 1 Hour

About the course:

The Office Web Apps is Lite-Version of the MSOffice desktop apps, but offers the tools that you required to edit, view, and create document, presentation, or workbook utilizing your preferred Web browser.

In this course, you will learn how to use MSOffice web applications to access streamline versions of PowerPoint, Excel, and Word direct from your browser. Course initiate with Word web app, you will study the techniques to enter and format pictures and text, tables, hyperlinks, insert lists, and clip art, along with the techniques to transform your document utilizing a variety of commands. After that, you will study the Excel web app and explore how to populate and create worksheets, create fundamental tables and formulas and, and transform your spreadsheet to your correct description. Finally, you will discover the PowerPoint web app and explore how to enter and format images and text, design attractive slides, and show your presentation from your browser.

Course Objective

· Format, edit, create and save Word files/document on your browser

· Use a variety of fundamental spreadsheet features, tools, commands in Excel

· Present and Prepare PowerPoint presentations right from your browser

Course Outline:

Introduction

- What youÃ¢Â€Â™ll learn in this training
- Accessing the Office Web Apps

Word Web App

- Entering text into a document
- Saving a document
- Using and minimizing the ribbon
- Selecting text
- Using cut, copy, and paste
- Using undo and redo

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- Using spell check
- Working with fonts
- Aligning paragraphs
- Indenting paragraphs
- Using styles
- Creating a list using the automatic numbering feature
- Creating a list using the numbering command
- Creating a bulleted list
- Inserting a table
- Inserting a picture
- Inserting clip art
- Inserting hyperlinks
- Using editing view and reading view
- Reviewing the file tab options

Excel Web App

- Entering data into a worksheet
- Using AutoSave and save as
- Using and minimizing the ribbon
- Editing a cell
- Selecting cell ranges
- Entering values in a cell range
- Using AutoFill
- Using cut, copy, and paste
- Using undo and redo
- Creating basic formulas
- Using a function in a formula
- Formatting numbers
- Formatting text
- Wrapping text in a cell
- Using the alignment commands
- Adding borders
- Changing column width and row height
- Formatting as a table
- Inserting columns
- Inserting rows
- Deleting columns and rows
- Creating a chart
- Reviewing the file tab options

PowerPoint Web App

- Starting and saving a presentation

- Using and minimizing the ribbon
- Entering text
- Inserting a new slide
- Formatting text
- Using cut, copy, and paste
- Using undo and redo
- Using the alignment commands
- Creating bulleted and numbered lists
- Using the increase/decrease indent command
- Using the different views
- Inserting a SmartArt graphic
- Inserting a picture
- Inserting clip art
- Rearranging and deleting slides
- Presenting the slide show
- Reviewing the file tab options

About the Author

Beth Bruestle

Between undergraduate and graduate degrees, Beth gained valuable experience in several different environments: retail, business, training, and education. The majority of her work experience has been as a computer software trainer, which involved training business professionals in various software applications and gave her the opportunity to perfect her computer skills and become a Microsoft specialist.

In 2002, Beth received her Master's Degree in Information Media/Educational Media as well as a Graduate Certificate in Instructional Technology. She spent the next four years teaching at the K-12 and University levels as a Media Specialist and a Reference Librarian. The opportunity to become a full-time member of the eLearning Content Team became available in 2007, and Beth has been the Microsoft go-to person ever since!

When asked what excites her about helping others learn, Beth said: "To see the light bulb turn on is a fantastic feeling! Creating a comfortable learning environment, allowing learners to digest information at their own pace, and contributing to an individual's achievements and success is a great high!"

If she could spend a day doing whatever she wanted, Beth would choose to relax and enjoy the books she has purchased for her Kindle but has not had time to read!