

## **Office Efficiency Course**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

### **About the course:**

This course is designed to provide the students the learning of the time saving and most important tools in PowerPoint, Word, Excel, and Outlook. In this course, students will learn how to use available shortcuts and also explore the way to create their own. You will also study the techniques to transform the program interface to suit your requirements and explore key tools that will make things easier.

### **Learning areas:**

Students will learn the following things in this course:

- Know selection and navigation shortcuts
- Understanding of Outlook search folders
- How to insert subtotals in Excel
- Use of slide masters
- Learn the shortcut techniques
- How to use and create templates
- How to create a chart template
- How to quick access and ribbon Toolbar
- How to use macros and recording
- Uses of quicksteps and Outlook rules

### **Prerequisites:**

- There are no prerequisites to appear in this course

### **Course Outline:**

- Shortcut Techniques
- Navigation & Selection Shortcuts
- Ribbon & Quick Access Toolbar

- Creating and Using Templates
- Outlook Search Folders
- Outlook Rules and Quicksteps
- Creating a Chart Template
- Inserting Subtotals in Excel
- Recording and Macros
- Slide Masters