# Microsoft Office Fundamentals: Outlook, Word, and Excel

**Modality: On Demand**

**Duration: 36 Hours**

## About this course:

In this online training series, students will explore a basic understanding of MS Excel, Word, and Outlook skills. You'll explore the techniques to manage and create Word documents, perform data analyses, manage email automatically, organize tables of information, create charts and graphs, and organize your email inbox.

Employers across several fields and industries today expect applicants to have MS Office expertise, as it is the software most widely used in the company. Having those skills will help with your employment prospects, even at a basic level, and increase your odds of being considered for most positions.

## Course Objective:

· How to edit and create word documents

· Perform data analysis with Excel spreadsheets

· Managing calendar and email in MS Outlook

· How to modify the appearance and structure of a text

· Edit and enter text

· How to organize information in tables and columns

· Distribute and finalize documents

· How to work with Excel tables and data

· How to create graphics and charts

· How to print charts and worksheets

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# Audience:

· Sales / Market Executive

· Content Developer

· Account Executive

# Prerequisite:

·Fundamental understanding of computer.

# Course Outline:

## Word Fundamentals

- Word 2016 basics
- Create and manage documents
- Enter and edit text
- Modify the structure and appearance of text
- Create custom document elements
- Module Assessment Exam

## Advanced skills in Word

- Organize information in columns and tables
- Add simple graphic elements
- Finalize and distribute documents
- Merge data with documents and labels
- Module Assessment Exam

## Excel Fundamentals

- Set up a workbook
- Work with data and Excel tables
- Perform calculations on data
- Module Assessment Exam

## Advanced skills in Excel

- Change workbook appearance
- Create charts and graphics

- Print worksheets and charts
- OPTIONAL: Create dynamic worksheets by using PivotTables
- Module Assessment Exam

## Outlook Fundamentals

- Introducing Outlook
- Organize your Inbox
- Managing Calendar and Tasks
- Module Assessment Exam

## Advanced skills in Outlook

- Manage window elements
- Customize Outlook
- Manage email automatically
- Module Assessment Exam

## Course Final Exam

- Final Exam?

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