MICROSOFT OFFICE 2016

Office 2016 Hero (OFF001)

Traditional Learning Pathway

COURSE CONTENTS

OPERATING THE COMPUTER

Switching on the computer

About passwords & security

Log on and log off

Your organisation's IT policies

Shut down options

Hot-desking best practice

Your organisation's energy policy

The keyboard & keyboard shortcuts

The mouse

Help desk & support

The desktop and start button

Pinning the program icon to the task bar

Starting programs

DATA STORAGE

Understanding file locations

Using Shared Folders on organisation drives

EDRMS Systems

Your organisation's information management policy

Using Windows file explorer

Basic navigation

Selecting Files

Opening files and applications

USING PDF FILES

Viewing PDF files

Zooming a PDF drawing

Using Bookmarks and Page navigation

Searching a PDF

Printing files

OUTLOOK FUNDAMENTALS

Starting Outlook

Outlook overview

Understanding Outlook email

Read messages

Create and send an email

Sending files and photos

After you receive an email

Getting organised

Calendar basics

Calendar views

Navigating the calendar

Adding an appointment

Accepting a meeting invitation

EXCEL FUNDAMENTALS

Starting Excel

Spreadsheet concepts

Working with Excel files

Typing Text & Numbers

Typing Dates

Simple Formulas

Saving a Workbook

Making basic changes

Formatting & Styling

Printing a Worksheet

Charting your data

Safely closing a workbook

WORD FUNDAMENTALS

Starting Word

Types of documents

Creating documents

Organisational templates

Typing text into a document

Saving a document

Spell checking

Making basic changes

Using Save As

Printing your document

Safely closing your document

MICROSOFT OFFICE 2016 FUNDAMENTALS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain

- basic computer skills
- an understanding of the most common Microsoft software
- skills to use computers more efficiently and to become more productive in their job

TARGET AUDIENCE

This course has been designed to allow participants to gain a working knowledge of the most common Microsoft software. It is suitable for participants who:

- who are moving into an office administrator role
- who are required to perform basic computer duties as part of their job
- have been out of the work force for a few years and need to refresh their skills

OUTCOMES

By the end of this session you should be able to:

- turn on a computer and login to your account
- use a selection of keyboard shortcuts
- open a PDF files and browse, zoom and search for content
- send, receive and organise email, and have a basic understanding calendar functions in Outlook
- create and use an Excel spreadsheet
- create and use a Word document

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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