

Duration: ½ day

Description

Knowing the basics is always the key to becoming proficient in using any application. This two hour module covers the basic skills needed to work with any Office application. It begins with understanding the Office environment, using Backstage View, the Ribbon and the Quick Access Toolbar. The course also covers basic file management including creating, opening, viewing and saving files and introduces useful shortcut keys for these processes.

This course is a prerequisite for all other MS Office courses.

Prerequisites

There are no prerequisites for this course.

Competencies

Upon completing this course, you will be able to:

- Use the elements of the Office environment effectively.
- Create a customised Quick Access Toolbar.
- Create blank files, template-based files and copies of existing files.
- Open and view files.
- Save changes and create copies of files.
- Use shortcut keys to manage files.

Outline

Using the Office Environment

- Working with the Ribbon
- Using Backstage View
- Customising the Quick Access Toolbar
- Using the additional Windows 7 tools

Printing and Sharing files

- Previewing a file
- Using print options
- Creating a PDF document
- Emailing files

Managing Files in Word and Excel

- Creating new files
- Opening existing files
- Using the viewing tools
- Saving files
- Making copies of files