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**AS -ANZ accredited An**

**ISO 9001 : 2015 Certified Autonomous Body**

**A National Programme of Information Technology Education & Development**

**MS OFFICE FULL COURSE**

# Course Overview

## This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

### [www.gteceducation.com.sg](http://www.gteceducation.com.sg/)

**Entry Requirement :** Beginners of MS Office

**Course Duration :** 30hrs.

**Mode of Training :** Face to face Instructor led Training

## **Materials** : Course books will be provided to each participant

**Course Content**

### MS WINDOWS, COMPUTER BASICS

* Computer Basic, Creating Folder, Paint
* Directories, input units, Output unit
* Central Processing Units,
* What is hard ware, what is Soft ware
* Windows short cut keys

### MS WORD

**Module 1: Text Basics**

* Typing the text, Alignment of text
* Editing Text: Cut, Copy, Paste, Select All, Clear
* Find & Replace

### Module 2: Text Formatting and saving file

* New, Open, Close, Save, Save As
* Formatting Text: Font Size, Font Style
* Font Color, Use the Bold, Italic, and Underline
* Change the Text Case
* Line spacing, Paragraph spacing
* Shading text and paragraph
* Working with Tabs and Indents

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| **Module 3: Working with Objects**   * Shapes, Clipart and Picture, Word Art, Smart Art * Columns and Orderings - To Add Columns to a Document * Change the Order of Objects * Page Number, Date & Time * Inserting Text boxes * Inserting Word art * Inserting symbols * Inserting Chart   **Module 4: Header & Footers**   * Inserting custom Header and Footer * Inserting objects in the header and footer * Add section break to a document   **Module 5: Working with bullets and numbered lists**   * Multilevel numbering and Bulleting * Creating List * Customizing List style * Page bordering * Page background   **Module 6: Tables**   * Working with Tables, Table Formatting * Table Styles * Alignment option * Merge and split option   **Module 7: Styles and Content**   * Using Build- in Styles, Modifying Styles * Creating Styles, Creating a list style * Table of contents and references * Adding internal references * Adding a Footnote * Adding Endnote   **Module 8: Merging Documents**   * Typing new address list * Importing address list from Excel file * Write and insert field * Merging with outlook contact * Preview Result * Merging to envelopes * Merging to label * Setting rules for merges * Finish & Merge options | **Module 9: Sharing and Maintaining Document**   * Changing Word Options * Changing the Proofing Tools * Managing Templates * Restricting Document Access * Using Protected View * Working with Templates * Managing Templates * Understanding building blocks   **Module 10: Proofing the document**   * Check Spelling As You Type. * Mark Grammar Errors As You Type. * Setting AutoCorrect Options   **Module 11: Printing**   * Page Setup, Setting margins * Print Preview, Print   **MS EXCEL**  **Module 12: Introduction to Excel**   * Introduction to Excel interface * Understanding rows and columns, Naming Cells * Working with excel workbook and sheets   **Module 13:Formatting excel work book**:   * New, Open, Close, Save, Save As * Formatting Text: Font Size, Font Style * Font Color, Use the Bold, Italic, and Underline * Wrap text, Merge and Centre * Currency, Accounting and other formats * Modifying Columns, Rows & Cells   **Module 14: Perform Calculations with Functions**   * Creating Simple Formulas * Setting up your own formula * Date and Time Functions, Financial Functions * Logical Functions, Lookup and Reference * Functions Mathematical Functions * Statistical Functions, Text Functions.   **Module 15: Sort and Filter Data with Excel**   * Sort and filtering data * Using number filter, Text filter * Custom filtering * Removing filters from columns * Conditional formatting |

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| **Module 16: Create Effective Charts to Present Data Visually**   * Inserting Column, Pie chart etc. * Create an effective chart with Chart Tool * Design, Format, and Layout options * Adding chart title * Changing layouts * Chart styles * Editing chart data range * Editing data series * Changing chart   **Module 17: Analyze Data Using PivotTables and Pivot Charts**   * Understand PivotTables, Create a PivotTable * Framework Using the PivotTable and PivotChart * Create Pivot Chart from pivot Table. * Inserting slicer * Creating Calculated fields   **Module 18: Protecting and Sharing the work book**   * Protecting a workbook with a password * Allow user to edit ranges * Track changes * Working with Comments * Insert Excel Objects and Charts in Word Document and Power point Presentation.   **Module 19: Use Macros to Automate Tasks**   * Creating and Recording Macros * Assigning Macros to the work sheets * Saving Macro enabled workbook   **Module 20: Proofing and Printing**   * Page setup, Setting print area, Print titles * Inserting custom Header and Footer * Inserting objects in the header and footer * Page Setup, Setting margins, Print Preview, Print * Enable back ground error checking * Setting AutoCorrect Options | **MS POWERPOINT**  **Module 21: Setting Up PowerPoint Environment**:   * New, Open, Close, Save, Save As * Typing the text, Alignment of text * Formatting Text: Font Size, Font Style * Font Color, Use the Bold, Italic, and Underline * Cut, Copy, Paste, Select All, Clear text * Find & Replace * Working with Tabs and Indents   **Module 22:Creating slides and applying themes**   * Inserting new slide * Changing layout of slides * Duplicating slides * Copying and pasting slide * Applying themes to the slide layout * Changing theme color * Slide background * Formatting slide background * Using slide views   **Module 23: Working with bullets and numbering**   * Multilevel numbering and Bulleting * Creating List * Page bordering * Page background * Aligning text * Text directions * Columns option   **Module 24: Working with Objects**   * Shapes, Clipart and Picture, Word Art, Smart Art * Change the Order of Objects * Inserting slide header and footer * Inserting Text boxes * Inserting shapes, using quick styles * Inserting Word art * Inserting symbols * Inserting Chart   **Module 25: Hyperlinks and Action Buttons**   * Inserting Hyperlinks and Action Buttons * Edit Hyperlinks and Action Button * Word Art and Shapes |

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| **Module 26: Working With Movies and Sounds**   * Inserting Movie From a Computer File * Inserting Audio file * Audio Video playback and format options * Video options, Adjust options * Reshaping and bordering Video   **Module 27: Using SmartArt and Tables**   * Working with Tables, Table Formatting * Table Styles * Alignment option * Merge and split option   Converting text to smart art**Module 28: Animation and Slide Transition**   * Default Animation, Custom Animation * Modify a Default or Custom Animation * Reorder Animation Using Transitions * Apply a Slide Transition, Modifying a * Transition, Advancing to the Next Slide   **Module 29: Using slide Master**   * Using slide master * Inserting layout option * Creating custom layout * Inserting place holders * Formatting place holders | **Module 30: Slide show option**   * Start slide show * Start show from the current slide * Rehearse timing * Creating custom slide show   **Module 31: Proofing and Printing**   * Check Spelling As You Type * Setting AutoCorrect Options * Save as video * Save as JPEG files * Save as PowerPoint Show file * Print Preview, Print   **INTERNET & E-MAIL**   * What is Internet?, Receiving Incoming Messages * Sending Outgoing Messages, Email addressing * Email attachments, Browsing, Search engines * Text chatting, Job Searching * Downloading video and Music * Uploading Video or Music, Voice chatting, Webcam Chatting etc. * Introduction to Blogging, Facebook |

**Student’s Testimonial**

***MS Office-“****I will encourage everyone to come for the Ms Office Basic course as the* ***lessons are relevant to work****. Teachers are willing to teach until I understood my work”.*

#### Odin Marine (Singapore) Pte Ltd, Admin Assistant

***MS Word-****"Next time I want to do another computer course I will definitely consider G-Tec".*

#### Homemaker, Singapore

***MOS Excel core-***"*The instructor is* ***friendly and approachable****. The course is taught in a detailed and structured way"*

#### Assistant Engineer, Singapore

***Java/J2EE Programming Course- “****This is the* ***best institution I found in Singapore.****Because here the trainer as well as training was good. The* ***trainers are very good*** *because if we have any doubts they are giving clarification through mail even after the course completed* ***(****Java/J2EE)”.*

#### Comdo 2000 Pte Ltd, Software Engineer

***Java/J2EE Programming Course-“****The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one* ***training was excellent. It met all my expectations****. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! “.*

#### Sylvia Lawrence , IBM , IT Professional.

***C#.net Programming Course-“****G-TEC provides a* ***good trainer*** *qualified. It was a* ***good learning experience*** *in G-TEC for C#.net”.*

#### Emerson Process Management, Software Test Engineer.

**Our Clients**

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital,Gemalto, Thales, Housing Development Board,Philips ,Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI