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training you  
want, when and  
where you  
want it!

# Introduction to Microsoft Office

## Course Duration:

One Day

## Course Objectives:

This course has been designed for new users of Microsoft Office. The course provides an introduction to using the main components. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

## Course Content:

- **Microsoft Word (word processor)**
  - An explanation of what Microsoft Word does
  - Creating new documents
  - Saving your documents
  - Modifying existing documents
  - Opening and closing documents
  - Printing documents
- **Microsoft Excel (spreadsheet)**
  - An explanation of what Microsoft Excel does
  - Creating new spreadsheets
  - Saving your spreadsheets
  - Modifying existing spreadsheets
  - Opening and closing spreadsheets
  - Printing spreadsheets
- **Microsoft PowerPoint (presentation packages)**
  - An explanation of what Microsoft PowerPoint does
  - Creating new presentations
  - Saving your presentation
  - Modifying existing presentations
- Opening and closing presentations
- Printing presentations
- **Microsoft Outlook (email)**
  - Understanding how the e-mail system works
  - Reading your e-mails and replying to an e-mail
  - Copying information from e-mail
  - Creating and sending an e-mail
- **Using Microsoft Internet Explorer**
  - What is the Internet?
  - Internet Terminology
  - Using Search Engines
  - Using URL's (web addresses)
  - Using Favourites
  - Using Links
  - Using History

## Prerequisites:

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on 08452 306 099 or visit our website [insighta.co.uk](http://insighta.co.uk)