

Microsoft office course

Mohamed Abdelfattah

What are the objectives of MS Office course?

The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.





Microsoft Excel
Course(beginners)

By Mohamed Abdelfattah

Course Objective



Microsoft Excel for beginners' is perfect if you're looking to Learn the program from scratch. course will help you become an intermediate user.

Microsoft Excel

For Beginners

Content

- ✓ How to navigate around Excel
- ✓ Creating workbooks
- ✓ Entering text, numbers and working with dates
- ✓ Navigating workbooks
- ✓ Page setup and print options
- ✓ Working with rows, columns and cells
- ✓ Cut, Copy and Paste
- ✓ Introduction to functions and formulas



Microsoft Excel

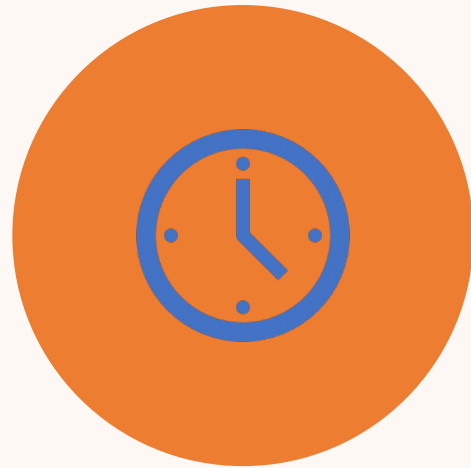
For Beginners

Content

- ✓ Formatting in Excel
- ✓ Creating charts and graphs
- ✓ Sorting and Filtering
- ✓ Charts
- ✓ Freeze



Course Information



DURATION : 15 TRAINING
HOURS



PRACTICAL ASSIGNMENT IN
SESSIONS



Microsoft Word For Beginners

Mohamed Abdelfattah

What you'll learn and course content

- You will learn how to take full advantage of Microsoft Word
- Begin with the basics of creating Microsoft Word documents
- Various techniques to create dynamic layouts
- Preparing documents for printing and exporting
- Format documents effectively using Microsoft Word Styles
- Control page formatting and flow with sections and page breaks
- Create and Manage Table Layouts
- Work with Tab Stops to Align Content Properly



What you'll learn and course content

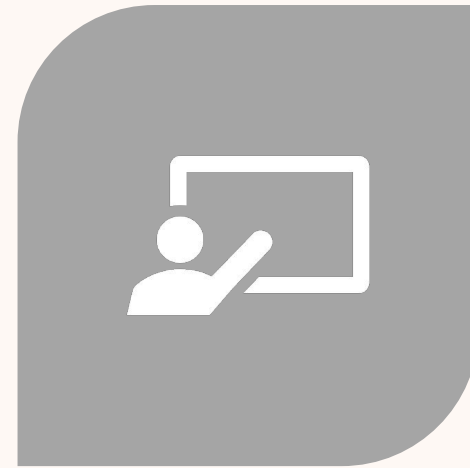
- Perform Mail Merges to create Mailing Labels and Form Letters
- Build and Deliver Word Forms
- Manage Templates
- Track and Accept/Reject Changes to a Document
- Insert shapes, pic, smart art, headers and footers and chart
- Page layout Techniques
- How to use mail merge
- Dealing with word templates



Course Information



**DURATION : 15 TRAINING
HOURS**



**PRACTICAL ASSIGNMENT IN
SESSIONS**



Microsoft Power point For Beginners

Mohamed Abdelfattah





What you'll learn and course content

- Step by step in creating Microsoft PowerPoint Presentations
- Capture your screen's images, insert and modify pictures
- Add, arrange, navigating and modifying slides fast
- Adding, modifying & layering shapes, text, pictures, audio and video
- Insert, Trim, Fade and Bookmark Audio and Videos
- Create multiple custom slideshow within the same presentation
- Create professional looking handouts for your audience to follow along
- Learn how to create Speaker Notes to read, or take notes from during your presentation

What you'll learn and course content

- View your notes and details of your presentation on a separate screen using Presenter View
- Update all your slides, or certain slide layouts instantly in Slide Master
- Record your presentation and save it as movie MP4 file for automated presentations
- Arrange and order or layer your pictures, shapes and text
- Manage your slides and collaborate more effectively by grouping them into sections
- Look professional and efficient during your presentation with many handy shortcuts
- Record narration and rehearse timings for your presentations



Course Information



Duration : 5 Training
Hours



Practical Assignment in
sessions

The Microsoft Access logo is a large, 3D-style letter 'A' in a dark red color. The 'A' is centered on a dark red square with rounded corners. Behind the square is a dark red cylinder, also with rounded ends, creating a sense of depth. The lighting is soft, with a slight shadow on the right side of the 'A' and the cylinder.

A

Microsoft Access For Beginners

Mohamed Abdelfattah

What you'll learn

- At the end of this course, you will be able to create a simple DATABASE in Access from scratch.
- You will know how to create and modify TABLES in Access.
- You will know how to create FORMS for enter data into your tables.
- You will know how to create QUERIES to ask questions of your Access database.
- You will know how to create REPORTS for sharing and presenting your data in a clear, professional way.





Course Content

- Microsoft access interface
- Learn about access object queries forms reports
- Create your first table
- Import data from excel to access
- Importing data from text or csv file to access
- Data table relationship
- Build rules in each field
- Build your first form
- Queries in access
- Create your first report
- Exporting data to text or pdf

Course Information



Duration : 5 Training
Hours



Practical Assignment in
sessions

Thank
You