



Universal Training Academy

Course: Microsoft Office – Introduction to Word, Excel and Powerpoint

A brief description of the module

The aim of this course is to provide you with environment comprehensive, all-in-one training to get the most out of Microsoft Office 2013. You do not need any prior experience of Microsoft Office, but you will need to be familiar with using a computer and the Windows

What the course aims to teach

- Essentials of WORD EXCEL AND POWER POINT
- Excel 2013 Exercise Files
- Starting and closing Excel, workbook, sheets, cells, rows and columns.
- Templates; Creating, Opening, and Saving a Workbook
- Online, Offline, and Contextual Help
- Excel Options
- Quick Access and Mini Toolbar
- Create Backup Option; Auto-Recover and Autosave
- Entering Text and Numbers
- Date Formats
- Formatting Cells; Editing and Deleting Data, Themes and Cell Styles
- Inserting, Deleting, Hiding and Adjusting rows and columns
- Wrap Text and Alignment
- Merging Cells; Applying Themes, Styles and Borders
- Copy, Cut and Paste
- Spell checking
- Moving, Copying, Inserting, Deleting and Locking Sheets; Multiple Worksheets
- Inserting Comments Workbook Views, Zoom and Freeze
- Printing; Headers, Footers and Margins
- Overview of Formulas and Functions
- Cell References
- Find and Replace Options
- Applying, Clearing and Managing Rules Chart Types; Chart Recommendation
- Selecting Data, Positioning and Printing Charts
- Saving Files, Word, Workbooks; PDF and CSV Formats
- Filtering

Learning outcomes

From inputting text to formatting your text and documents using columns and advanced page layouts as well as WordArt, text boxes and tables. You will also learn how to use templates, themes and styles to produce consistent professional documents.

Pre – Requisites

Familiarity with the Windows environment and basic keyboarding experience

Venue

St Georges buildings, 5 St Vincent Place, Glasgow, G1 2DH

Cost

The registration fee of the workshop will be £650 which includes course notes and lunches. You should make your own arrangements for accommodation.

Payment



Universal Training Academy Ltd accepts payments by cheque, cash and bank transfer. Please contact for further details.

Registration Form

Name

Address

Tel

Email

I wish to register for the course at a cost of £650 including course material and workshop lunches.

I enclose a cheque for £650

Please invoice me at the above address

Please send me information on local hotels

Disclaimer

All materials and information supplied during and associated with this course are intended purely for instructional purposes. Whilst every effort is taken to ensure that materials provided are accurate and suitable for training purposes, Universal Training Academy Ltd accepts no responsibility for their accuracy or utility.

I accept the above

Signature

Date

The completed form should be sent to *Universal Training Academy Ltd*, 5 St Vincent Place, Glasgow, G1 2DH

Or to info@utac.co.uk

Contact Info

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