

# Globe Training Centre – (GTC)

## MS Office 2007

### (Workshop Curriculum)

**Training Objective/ Outcome:** At successful completion participants are expected have increased skills on using MS Office 2007 application software packages along with Personal Computer (PC) Networking essentials.

#### **Content:**

##### **MS Word 2007**

- Document formatting shortcuts – Text, Paragraphs, Bulleted Lists, and Numbered Lists
- Table Format – Keyboard Shortcuts
- Mail Merge/ Email Merge – Keyboard Shortcuts
- Using Word MACROS
- Using Word Templates
- Downloading New Templates
- Printing Issues – Common Errors

##### **MS Excel 2007**

- Spreadsheet Data Entry Techniques
- Formatting Techniques – Keyboard Shortcuts
- Basic Formulas – (SUM(), AVERAGE(), MAX(), MIN(), COUNT())
- Conditional Statements – (IF(), AND(), OR())
- Common Errors in Formulas
- Use of Excel Templates
- Printing Issues – Common Errors

##### **MS PowerPoint 2007**

- Preparing Presentations with Templates
- Linking Excel Worksheet Data
- Using Animations – Shortcuts
- Printing and Publishing issues

##### **MS Outlook 2007 – For emailing and diary management**

- Configuration Issues – Email Settings (POP/SMTP)
- Mail Format – (Digital Signatures, New/ Reply mail formats, and Use of Stationeries )
- Attaching and Download Files
- Read and Return Receipts
- Using Contact List
- Using Calendar
- Using Task List
- Adding Reminders
- Printing Issues

*(Continue...)*

**Content:** *(Continued)*

**Other Common Office Tasks**

- Understanding the Office Network (Local Area Network)
- Understanding IP settings and Network Connectivity
- Capturing Shared Printer on a Network
- Capturing Shared Fax Machine on a Network
- Sharing Folders on a Network
- Basic Office Network Trouble Shooting

**Training Method:** Assignment base practical sessions.

**Duration:** 01 Day (08:00 a.m. – 06:00 p.m.)