MS-EXCEL

MS-Excel Basics

1 Getting Started with Excel
2 Understanding OneDrive
3 Creating and Opening Workbooks
4 Saving and Sharing Workbooks

Working with Cells and Sheets

5 Cell Basics
6 Modifying Columns, Rows, and Cells
7 Formatting Cells
8 Understanding Number Formats
9 Working with Multiple Worksheets
10 Using Find & Replace
11 Checking Spelling
12 Page Layout and Printing

Formulas and Functions

13 Intro to Formulas
14 Creating More Complex Formulas
15 Relative and Absolute Cell References
16 Functions

Working with Data (Advanced Level)

17 Basic Tips for Working with Data
18 Freezing Panes and View Options
19 Sorting Data
20 Filtering Data
21 Groups and Subtotals
22 Tables
23 Charts & Conditional Formatting
24 Pivot, Review & What-If Analysis

MS-WORD

MS-Word Basics

1 Getting Started with Word
2 Understanding OneDrive
3 Creating and Opening Documents
4 Saving and Sharing Documents

Working with Text

5 Text Basics
6 Formatting Text
7 Using Find and Replace
8 Indents and Tabs
9 Line and Paragraph Spacing
10 Lists
11 Hyperlinks

Layout and Printing

12 Page Layout
13 Printing Documents
14 Breaks
15 Columns
16 Headers and Footers
17 Page Numbers

Working with Objects

18 Pictures and Text Wrapping
19 Formatting Pictures
20 Shapes
21 Text Boxes
22 Aligning, Ordering, and Grouping Objects
23 Tables
24 Charts

MS-POWERPOINT

MS-PowerPoint Basics

1 Getting Started With PowerPoint
2 Understanding OneDrive
3 Creating and Opening Presentations
4 Saving Presentations

Working with Slides

5 Slide Basics
6 Text Basics
7 Applying Themes
8 Applying Transitions
9 Managing Slides
10 Using Find & Replace
11 Printing
12 Presenting Your Slide Show

Text and Objects

13 Lists
14 Indents and Line Spacing
15 Inserting Pictures
16 Formatting Pictures
17 Shapes
18 Aligning, Ordering, and Grouping Objects
19 Animating Text and Objects

More Objects

20 Inserting Videos
21 Inserting Audio
22 Tables
23 Charts