



MS Office

AC100

25

Academic Hours

MS Office

Outline

Comprehensive course covering the attributes and applications of MS Office. The aim is to expand the user's knowledge and know-how of Office and its various tools.



Target Audience

Computer users with experience in Windows and the internet



Prerequisites

Basic reading comprehension in English





Content

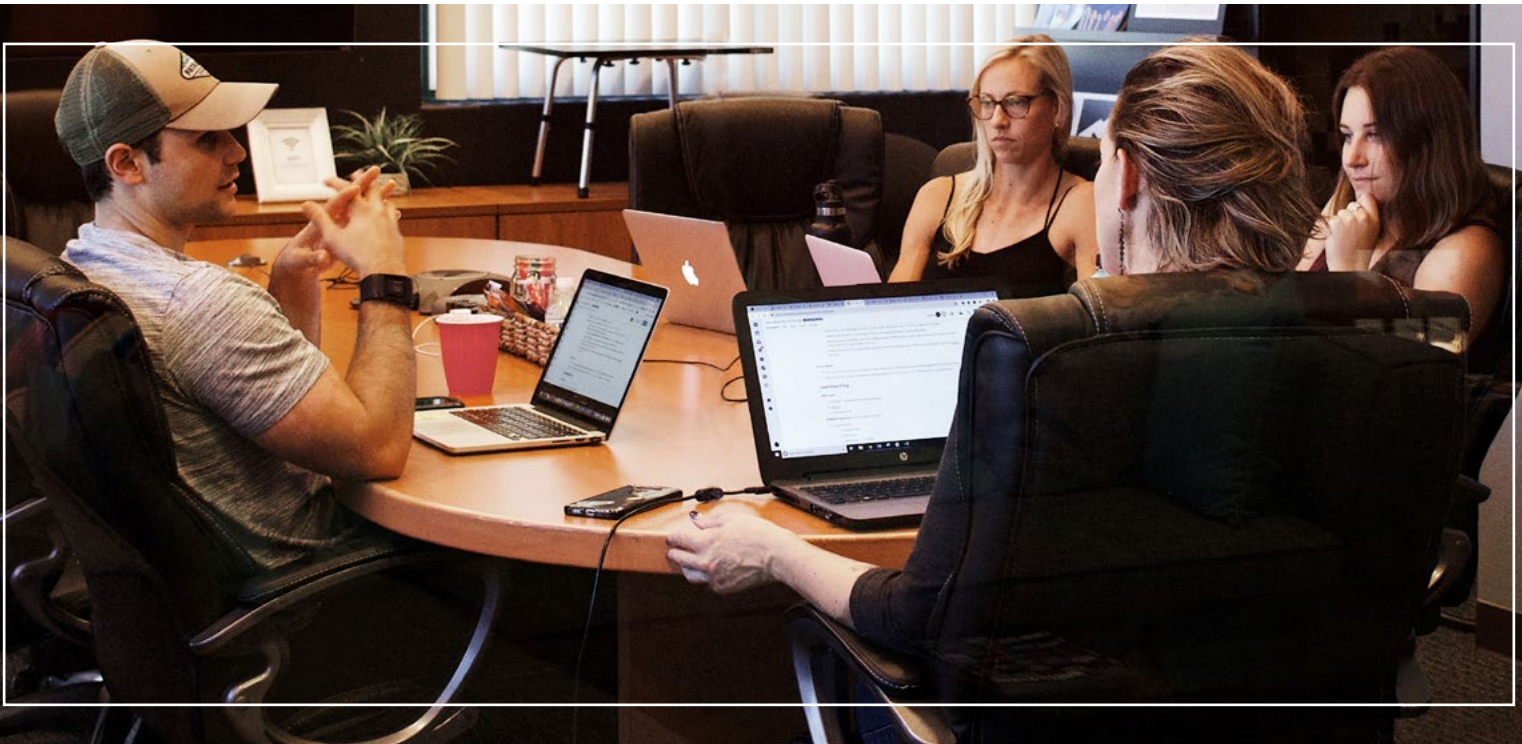
Module 01

Installation, Upgrade & Instructions

- I Installing Office & upgrading to the latest versions
- I Reviewing the applications included Office 2016
 - ▣ Word, Excel, PowerPoint, Outlook
 - ▣ User-level review of the applications
 - ▣ Creating, editing & designing documents
 - ▣ Learn how to work with Outlook & email on an operational level
 - ▣ Learn how to organize work-related meetings
 - ▣ Learn how to manage professional contacts and company-related tasks
 - ▣ Learn how to troubleshoot common Office-related issues



**Expand the user's
knowledge** and
know-how of Office
and its various tools"



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info@hackerupro.com



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