

MS Office 97 for Windows 95 Introduction

A Three Day Training Course

Course Aims:

Microsoft Office 97 is a fully integrated set of tools containing a word processor, spreadsheet, and presentation software - Word 97, Excel 97 and PowerPoint 97. As all the components are from Microsoft they each provide the same style of easy-to-use icons and menu as one another allowing you to switch between the different tools and combine information easily. This intensive, entirely practical course goes through all the basic functions of text production, spreadsheet preparation and presentation production and provides a practical example in working together with the major tools.

Course Outline:

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| Introduction to MS Office 97 for Windows 95 | Entering Basic Calculations |
| Getting Assistance | Formatting the Worksheet |
| Introduction to MS word 97 | Structuring the Worksheet |
| Creating and Editing Documents | Printing |
| Moving and Copying Text | Introduction to PowerPoint 97 |
| Working with Fonts | Understanding Objects |
| Working with Paragraphs? | Creating Text Slides |
| Indents, Bullets and Numbering | WordArt, Clip Art, Sounds and Videos |
| Borders, Lines and Shading | Using the Drawing Tools |
| Productivity Tools | Changing the Presentation's Overall Look |
| Browse, Go To, Find and Replace | Working with Other Views |
| Document Layout | Printing |
| Viewing and Printing Documents | Sharing Data: OLE and DDE |
| Tables | The "Binder" |
| Introduction to MS Excel 97 | Putting It All Together "Creating a Report" |
| Spreadsheet Basics | |

Target Audience:

Intending, new or recent users of MS Office 97 who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge:

A basic understanding of PCs and familiarity with and use of, a keyboard, mouse and MS Windows 95 is required, gained either from previous experience or by attendance on a "Windows 95 User Introduction" course.

