

Introduction to Microsoft Office And Windows XP

I. INTRODUCTION THE COMPUTER SYSTEM

- a) Components
- b) Functions
- c) Utilization

II. INTRODUCTION TO WINDOWS XP

- a) Start up the computer
- b) The Desktop
- c) Menu at the right click of the mouse
- d) The Start Bar
- e) Files and Folders Management

- 1- How to open files
- 2- How to create Folders
- 3- Move, copy, paste files and folders
- 4- My Computer (how to use it)

- f) How to use My Computer
- g) How to use Windows Explorer
- h) How to use MS-DOS
- j) How to Exit Windows
- k) How to Shut Down the computer

III. MICROSOFT OFFICE

Introduction to Microsoft Office

- 1 Microsoft word
- 2 Open and Saving your Documents
- 3 Typing Documents
- 4 Inserting Text
- 5 Overstrike
- 6 Selecting text
- 7 Copy
- 8 Cut
- 9 Past
- 10 Inserting text
- 11 Inserting a line(s)
- 12 Inserting space or character
- 13 Deleting
 - Word

- Lines
 - Characters
 - Paragraph
- 14 The Undo and Redo commands

IV CHANGING TEXT, PAGE SETUP

- 1 Changing Font
- 2 Changing Font Size
- 3 Page Setup
- 4 Paragraph Format
- 5 Text Appearance (black, color)
- 6 Inserting Graphics or Pictures
- 7 Printing:
- 8 Selecting Printer
- 9 Selecting Paper
- 10 Letter
- 11 Legal
- 12 Print Preview
- 13 Portrait
- 14 Landscape

V. ADJUSTING THE DOCUMENT

- 1 Changing Margins
- 2 Inserting page breaks
- 3 Line spacing
- 4 Insert date and time (Option)

VI. HOW TO WRITE A PERSONAL LETTER

Utilize all skills covered (Practice)

VII. HOW TO CREATE AND PRINT LABELS

- 1 Single Address (envelopes)
- 2 Type
- 3 Options
- 4 Add to document

VIII. EDITING, EXPLORING AND REPAGINATING

- 1 Finding words, phrases
- 2 Replace words, Phrases

- 3 Numbering pages
- 4 Special characters
- 5 Headers and footer
- 6 Centering text
- 7 Justifying text
- 8 Aligning text
- 9 Zooming In, Zooming Out
- 10 Creating Numbered and Bulleted List
- 11 Word Art Gallery
- 12 Setting Tabs

IX WORKING WITH TABLES IN MS WORD

- 1 Definition
- 2 Construction
- 3 Modification
- 4 Use

X MAIL MERGE

- a) Tools
- b) Main Documents
- c) Form letters
- d) Data Source
- e) Merge

XI GENERAL INTRODUCTION TO EXCEL

- 1 Introduction
- 2 Use
- 3 Cells
- 4 The Workbook
- 5 Formulas
- 6 How to make spreadsheets
- 7 Sort (Ascending, Descending)
- 8 How to do graphics
- 9 How to modify and save your work

XII. GENERAL INTRODUCTION TO ACCESS

- 1 Introduction
- 2 Definition of Database
- 3 Design
- 4 Construction of a simple database
- 5 Sort (Ascending, Descending)

- 6 Merging with Ms. Word
- 7 Main Document
- 8 Data Source
- 9 New Document
- 10 Modification

XIII. GENERAL INTRODUCTION TO POWER POINT

- 1 Introduction
- 2 Design
- 3 View
- 4 Run a Presentation
- 4 Other use

XIV. INTRODUCTION TO THE INTERNET

- 1 Overview
- 2 Exploring
- 3 Using Addresses

XV. THE E-MAIL

- a) Introduction
- b) Definition
- c) Connection
- d) Use