TRINITY
Technologies

MICROSOFT OFFICE

WORD

STARTING MS-WORD

- Open an existing document
- Understanding the different views
- Print layout view.
- Full screen reading view.
- Web layout view.
- Outline view.
- Zoom.
- Closing word
- Saving your document

BASIC WORD

- Scroll using the mouse
- How to use the keyboard
- Type text
- Create a new document
- Changing the default multiple line spacing

BASIC TEXT EDITING

- Remove characters error!
- DEFINED.
- Delete selected text
- Replace selected text

- Move text - cut and paste
- Copy text – copy and paste
- Move text with the mouse
- Copy text with the mouse
- Undo/repeat commands

CHECKING SPELLING AND GRAMMAR

- Check spelling automatically
- Use the ignore button
- End the spell check
- Check grammar as you type
- Start the grammar checker

USING CHARACTER FORMATTING

- Format characters
- Change an existing font
- Modify the font size
- Change the font format
- Underline text
- Use quick styles
- Copy character formats
- Change character case

FORMATTING

- Formatting paragraphs
- Aligning paragraphs
- Modifying paragraph spacing
- Modifying line spacing

- Copy paragraph formats
- Applying a paragraph style

DOCUMENT FORMATTING

- Format documents
- Insert a manual page break
- Remove a manual page break
- Change the document margins
- Change the page orientation
- Change orientation for whole document
- Change orientation for a part of the document
- Change the paper size
- Change the vertical alignment

WORKING WITH GRAPHICS

- Inserting a clipart
- Inserting a picture
- Formatting graphics
- Sizing a graphic
- Wrapping a graphic
- Re-color your graphics
- Correcting images
- Adjust brightness and contrast
- Remove background

SETTING TABS

- Setting tab stops
- Setting a left-aligned tab

- Setting a center tab

- Setting a right-aligned tab

- Setting a first line indent

- Clearing all tabs

- Removing a tab stop

- Using the tabs dialog box

INDENTING PARAGRAPHS

- Create a left indent

- Indent the first line

- Create a hanging indent

- Create a right indent

- Use indent and spacing tab

USING NUMBERS AND BULLETS

- Creating numbered lists

- Adding numbers to text

- Deleting a numbered item

- Removing numbers from text

- Creating a bulleted list

- Adding bullets to text

- Removing bullets from text

HEADERS AND FOOTERS

- Create a header

- Create footer

- Create different first page

- USING SECTION BREAKS

- Work with section breaks

- Insert a (section) next page break

- Remove a section break

PRINTING FROM BACKSTAGE VIEW

- Previewing a document

- Printing a document to printer

USING HELP

- New word 2010 help

- Use help table of contents

- Use search function

EXCEL

GETTING STARTED

- Opening microsoft excel

- what is excel used for?

- Overview of excel

- naming parts of the excel window

- defining excel vocabulary

- file new

- file open

- file close

- file save/save as

PAGE SETUP

- Margins
- header/footer
- print titles (printing and viewing)
- scaling

PRINTING

- Print preview
- printing a selected parts
- Print current page and pages
- Set print area
- Remove print area

MOVING AROUND IN EXCEL

- Naming cells
- find command
- Replace command
- Go to command
- page view

ENTERING DATA AND SELECTING CELLS

- Resizing columns and rows to fit data
- Using macro

FORMATTING CELLS

- Auto format
- number
- alignment
- font

- boarder
- pattern
- formatting columns or rows at a time

CUT, COPY, PASTE, INSERT

- Menu bar
- toolbar
- right clicking

INSERTING, DELETING, AND MOVING

- Rows
- columns
- sheets
- Tab color
- Copy sheet

CHARTING

- Charting wizard
- selecting objects in a chart
- customizing a chart
- resizing a chart
- printing a chart on a whole page
- Adding items in to chart
- Coloring chart
- Give names to axis

CALCULATIONS

- copying a calculation using the fill handle
- formula bar

- Mathematical
- Date functions
- Text functions
- editing formula
- using preset functions
- order of operations
- combining words from different cells into one cell
- Merging and spitting cells

DATA
- Using pivot table
- List
- Table
- Filter
- Sort
- Formula auditing
- Scenario
- Goal seek

INSERTING OBJECTS
- Clipart
- Picture
  word art
- Auto shapes
- Diagram
- USE WINDOW
- Arranging different window
- Freeze pane

POWERPOINT

STARTING MS POWERPOINT

- Starting PowerPoint

- Opening an existing presentation

- Understanding the presentation window

PRESENTATION BASICS

- Creating a new presentation

- Inserting and deleting a slide and selecting a layout

- Opening a presentation

- Navigating a presentation

- Using undo, redo and repeat

- Saving a presentation

- Previewing and printing a presentation

- Closing a presentation

UNDERSTANDING THE PRESENTATION VIEWS

- Normal view:

- Slide sorter view:

- Notes pages view:

- Slide show view:

CREATE YOUR FIRST PRESENTATION

- Entering and selecting text

- Entering text

- To move a placeholder on the slide

- To resize the placeholder

- Selecting text

FORMATTING TEXT

- To change the font

- To change the font size:

- To change the font effect:

VIEWING A PRESENTATION

- Changing views

- Using the zoom controls

- Using the outline pane

WORKING WITH BULLETED LIST

- Inserting text

- Emphasizing sub-topics using indents

- Changing bullets

SMARTART GRAPHICS

- What are SmartArt graphics?

- Create organization chart

- Add manager and subordinates boxes

- To delete a shape.

- Layout and design shape:

- Format shape

WORKING WITH CHARTS

- Using charts in slides

- Creating a chart

- Handling data

- Edit data

- Deleting data

- Hide-unhide data

- Changing chart type

- Changing chart layout & styles

- Changing chart layout

- Changing chart style

- Changing chart elements manually

CLIPARTS

- Inserting a clipart

- Modifying clipart's

- Cropping clipart's

- Re-sizing clipart's

- 3 copying clipart's

WORKING WITH TABLES

- Creating a table

- Working with a table

- Adjusting column width and row height

- Inserting and deleting rows and columns

- Merging and splitting cells

- Working with borders and shading

- Applying a table style

WORDART
- Inserting word art

- Add text effects

ANIMATIONS AND EFFECTS
- Animation effects

- Prebuilt animations

- Custom animations

SLIDE TRANSITION EFFECTS
- Modifies transition

- Advance slide

SAVING A PRESENTATION
PRINTING A PRESENTATION