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## **Microsoft Office Summer Bootcamp (Word, Excel, PowerPoint 2007)** **Three days, instructor-led**

This three-day instructor-led course provides students with the necessary knowledge and skills to create documents, manage spreadsheets and make better presentations.

### **Audience**

This course is intended for students, school teachers, administrative staffs and other non-technical jobs who would like to jumpstart their Microsoft Office productivity skills.

### **Pre-requisites**

Before attending this course, students have basic experience using Microsoft Office Word, Excel and PowerPoint 2003.

### **At Course Completion:**

After completing this course, students will be able to:

- Enhance their basic level working experience in Microsoft Excel, Word and PowerPoint
- Apply advanced formatting techniques on their Excel workbooks, Word documents and PowerPoint presentations
- Streamline procedures in generating well-formatted reports
- Enjoy using the keyboard shortcuts to quickly perform operations formerly done through mouse dragging, pointing and clicking

### **Course Outline:**

#### **I. Microsoft Excel 2007 (Intermediate Level)**

##### **Module 1: Excel 2007 – Basic Level (Refresher)**

- The Excel User Interface
- Excel Application Settings
- Commonly Used Functions
- Excel Keyboard Shortcuts
- Basic Formatting

##### **Module 2: More on Formatting**

- Formatting Text
- Formatting Rows / Columns
- Formatting Numbers
- Applying Special / Custom Number Formats
- Applying Text Functions

##### **Module 3: Lists, Tables and Charts**

- 1st Level Sorting and Filtering
- Multi-Level Sorting and Filtering
- Creating, Naming, and Formatting Tables
- Applying Structured Referencing
- Creating and Manipulating Charts

##### **Module 4: Pivot Table and Pivot Charts**

- Introduction to Pivot Table
- Rearranging Pivot Table Objects
- Formatting Pivot Table
- Creating Pivot Chart
- Manipulating Pivot Chart

##### **Module 5: Data Lookup and Auto-Generated Values**

- Using Vertical Lookup
- Using Horizontal Lookup
- Using Match and Index
- Creating a one-variable data table
- Creating a two-variable data table



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#### **Module 6: Advanced Formatting**

- Creating a Conditional Format
- Modifying a Conditional Format
- Creating and Applying Custom Cell Styles
- Merging and Splitting Cells
- Applying Data Transposition

#### **Module 7: Outlining and Subtotals**

- Creating and Applying Outlines
- Creating and Applying Subtotals

### **II. Microsoft PowerPoint 2007 (Intermediate Level)**

#### **Module 1: PowerPoint 2003 – Basic Level (Refresher)**

- The PowerPoint User Interface
- PowerPoint Application Settings
- Commonly Used Manipulation Tools
- Commonly Used Keyboard Shortcuts
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#### **Module 2: Advanced Slide Formatting**

- Applying Background Colors
- Applying Background Templates
- Changing Slide Orientation
- Changing Slide Display Size
- Applying Header and Footer

#### **Module 3: Advanced Object Formatting**

- Formatting Object Colors, Lines, Size, Position
- Grouping and Ungrouping Objects
- Adding Text to an Object
- Applying Shadows and 3-D Style
- Applying Free Rotate

#### **Module 4: Object Animation and Slide Transition**

- Applying Animation to an Object
- Setting Animation Time Intervals
- Applying Slide Transition Styles
- Setting Transition Time Intervals
- Creating a Slide Presentation

#### **Module 5: Action Buttons and Hyperlinks**

- Using Action Buttons
- Modifying Action Buttons
- Integrating Action Buttons to Slide Presentation
- Creating and Applying Hyperlinks
- Integrating Hyperlinks to Slide Presentation

#### **Module 6: Integrating Audio and Video**

- Inserting an Audio File to a Slide Presentation
- Inserting a Video File to a Slide Presentation
- Setting Time Intervals

#### **Module 7: Integrating Word and Excel Files**

- Inserting an MS Word Text/Objects to PowerPoint
- Inserting an MS Excel Data/Objects to PowerPoint



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### III. Microsoft Word 2007 (Intermediate Level)

#### Module 1: Word 2007 – Basic Level (Refresher)

- The MS Word User Interface
- MS Word General Settings
- Commonly Used Keyboard Shortcuts

#### Module 2: Editing and Formatting

- Applying Font, Font Styles, and Font Sizes
- Applying Font Effects and Font Colors
- Applying Indention and Spacing
- Using Alternative Keyboard Shortcuts

#### Module 3: User-Defined Styles

- Creating a User-Defined Style
- Editing a User-Defined Style
- Applying a User-Defined Style

#### Module 4: Formatting Tables

- Inserting Table
- Inserting, Deleting, Resizing Rows
- Inserting, Deleting, Resizing Columns
- Formatting Cells, Rows, and Columns

#### Module 5: Page Layout, Proofing and Printing

- Changing Paper Size, Margins, Orientation
- Using Spelling Checker and Thesaurus
- Printing Documents

#### Module 6: Labels, Envelopes, and Mail Merge

- Creating and Printing Labels
- Creating Mailing Envelopes
- Creating Mail Merge

#### Module 7: Graphics and Web Features

- Inserting an MS PowerPoint Text/Objects to Word
- Inserting an MS Excel Data/Objects to Word