

OUTLINE OF USING MS OFFICE PROGRAMS

1. MS WORD

- 1.1 Starting MS Word
- 1.2 Create/open a new document
- 1.3 Open a saved file
- 1.4 Working in a document
- 1.5 Writing a letter
- 1.6 Highlighting/selecting
- 1.7 Copy and paste commands
- 1.8 Deleting text
- 1.9 Cutting/pasting text
- 1.10 Spell/grammar check
- 1.11 Hiding spell/grammar errors
- 1.12 Automatic timed backup
- 1.13 Saving a document
- 1.14 Saving format
- 1.15 Saving version
- 1.16 Saving destination
- 1.17 Saving a password protected document
- 1.18 Saving a backup copy
- 1.19 Page Setup
- 1.20 Margins/paper size/orientation
- 1.21 Working with Header/Footer
- 1.22 Working with Insert menu
- 1.23 Inserting date
- 1.24 Date format (fonts, colours, borders, columns)
- 1.25 Insert book mark
- 1.26 Insert/file/picture
- 1.27 Working with Format menu
- 1.28 Working with Tools menu
- 1.29 Working with Tables
- 1.30 Print preview
- 1.31 Printing document
- 1.32 Using Help
- 1.33 Closing and exiting File

2. MS EXCEL

- 2.1 Starting MS EXCEL
- 2.2 Create/open a new Workbook
- 2.3 Open a saved Workbook
- 2.4 Working in a Worksheet
- 2.5 Knowing cells, rows and columns
- 2.6 Entering data in cells
- 2.7 Highlighting/selecting
- 2.8 Copy and paste functions
- 2.9 Deleting data in a cell
- 2.10 Deleting rows/columns
- 2.11 Cutting/pasting data

- 2.12 Using simple formulas
- 2.13 Using advanced formulas
- 2.14 Relative cells, rows & columns
- 2.15 Spell/grammar check
- 2.16 Automatic timed backup
- 2.17 Saving a document
- 2.18 Saving format
- 2.19 Saving version
- 2.20 Saving destination
- 2.21 Saving a password protected document
- 2.22 Saving a backup copy
- 2.23 Page Setup
- 2.24 Margins/paper size/orientation
- 2.25 Header/Footer
- 2.26 Insert menu
- 2.27 Inserting date
- 2.28 Date format
- 2.29 Fonts, colours, borders
- 2.30 Format menu
- 2.31 Tools menu
- 2.32 Tables
- 2.33 Graphs/charts
- 2.34 Print preview
- 2.35 Printing document
- 2.36 Using Help
- 2.37 Closing and exiting File

ASSUMPTIONS

Participant must know use of a computer. Should be familiar with Windows, keyboard, mouse and other window's related commands. Should be familiar with the concept of Word processing and Data sheets.

COURSE DURATION

Assuming 3 classes of about 1 hour each per week and depending on the know-how of participants (maximum 10 participants per course), the MS WORD course may complete in 4-6 weeks time. With the same assumptions, the MS EXCEL course may take 6-8 weeks.

COURSE COST

For the community, the cost of MS WORD course is SR 1,000 (one thousand) and that of MS EXCEL SR 1,500 (one thousand five hundred). This assumes that a class room and a minimum of two computers with a minimum of MS Windows98 and MS Office 97 installed on them would be provided.