

ITShare Company

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Microsoft Office Specialist impact ?

- For students, Microsoft Office Specialist boosts academic performance and preps them for college and career.
- For educators, Microsoft Office Specialist courses provide targeted training and support every step of the way.
- For Administrators, Microsoft Office Specialist improves institutional results.

Microsoft Office Specialist



PART1 : Word Core 2019

#Core Document Creation, Collaboration and Communication

- Setup program
- Open program
- OverView
- Ribbon Home
- Ribbon Home. paragraph
- Ribbon home.Styles.Editing
- Ribbon Insert. Part 1
- Ribbon Insert. Part 2
- Ribbon Design
- Ribbon Layout
- Ribbon View
- Window File

- Controlling Pagination

PART 2 : Word Expert 2019

#Creating Documents for Effective Communication

- Intro Word
- Advanced Inserting and Modifying Comments in a Document
- Formatting. track changes
- Merging Documents
- Using Advanced Find and Replace
- Modifying Templates
- Formatting Text with Styles
- Setting Font Defaults
- Controlling Pagination
- Create a Text Box Layout
- Create Table Of Contents
- Adding Captions
- Creating Globalized and Accessible Documents
- Overview
- Protecting a Document
- Managing Document Versions Option
- Customizing Documents
- Using Macros
- Quick Parts
- Linking Content
- Using Fields.Forms.And Indexes
- Mail Merge

PART #1 : Excel Core

#LESSON 1: OVERVIEW

- Introduction to Excel Starter
- Identifying Basic Parts of the Excel Window □ How to change default view in Excel?

#LESSON 2: WORKING WITH MICROSOFT EXCEL

- Creating Workbooks
- Saving Workbooks
- Entering and Editing Basic Data in a Worksheet
- Using Fill Tool and Manage Data Types

#LESSON 3: USING OFFICE BACKSTAGE

- Printing with Backstage
- Changing the Excel Environment
- Accessing and Using Excel Templates

#LESSON 4: USING BASIC FORMULAS

- Understanding and Displaying Formulas
- Using Cell References in Formulas
- Using External Cell References
- Using Cell Ranges in Formulas

#LESSON 5: USING FUNCTIONS

- Summarizing Data with Functions

#LESSON 6 :FORMATTING CELLS AND RANGES

- Inserting and Deleting Cells
- Manually Formatting Cell Contents
- Copying Cell Formatting with the Format
- Understanding Paste Special Options
- Formatting Cells with Styles
- Working with Hyperlinked Data
- Applying Conditional Formatting to Cells

#LESSON 7 :FORMATTING WORKSHEETS

- Working with Rows and Columns
- Using Themes
- Inserting Headers and Footers
- Preparing a Document for Printing

LESSON 8: MANAGING WORKSHEETS

- Organizing Worksheets
- Using Zoom and Freeze to Change the OnscreenView
- Finding and Replacing Data

#LESSON 9 :WORKING WITH DATA AND MACROS

- 30-Importing Data
- Sorting Data
- Filtering Data
- Outlining and Subtotaling Data
- Use Data Validation and Removing Duplicate

#LESSON 10: USING ADVANCED FORMULAS

- Securing Workbooks

#LESSON 11: SECURING AND SHARINGWORKBOOKS

- Creating Charts in Excel

#LESSON 12: CREATING CHARTS

- Adding Pictures and Shapes to a Worksheet

#LESSON 13: ADDING PICTURES AND SHAPES TO

- Using Formulas to Conditionally SummarizeData □ Adding Conditional Logic Functions to Formulas

PART # 2 : Excel Advanced

#lesson 1 :excel fomulas and functions

- Nested IF in Excel – formula with multipleconditions
- Sum Reference Errors IF Error
- SUM, COUNT & AVERAGE functions in Excel – Part# 1
- SUM, COUNT & AVERAGE functions in Excel – Part# 2
- How to use the Excel XLOOKUP Function

- Combine VLOOKUP and Data Validation □ How to use the Excel HLOOKUP Function ?
- Advanced Excel – Date & Time Functions
- How to Create and Use Excel Named Ranges and other Objects
- using functions and nested functions in excel formulas
- Troubleshooting Formulas and Functions in Excel
- using data analysis and business intelligence part #1
- using data analysis and business intelligence part #2


Advanced Topics

- Managing and Protecting Excel Workbooks – Part #1
- Managing and Protecting Excel Workbooks – Part #2
- Applying Custom Formats and Validating Data
- Applying Conditional Formatting and Filtering
- PivotTable and PivotChart

PART POWERPOINT

- PowerPoint Essentials
- Powerpoint Presentation Basics □ Working with Text in PowerPoint □ How to Design a Presentation?
- Adding Tables to Slides
- Using Charts in your Presentations
- Easy Steps for Creating SmartArt Graphics
- Adding Graphics to a Presentation
- Building a Multimedia Presentation in PowerPoint (Part # 1)
- Building a Multimedia Presentation in PowerPoint (Part # 2)
- Delivering a Presentation
- How to Create a Photo Album in PowerPoint
- How to Protect a PowerPoint Presentation from Being Copied
- PowerPoint Project (Practice)

PART OUTLOOK

- GETTING TO KNOW OUTLOOK
 - EMAIL BASICS
 - ADVANCED E-MAIL TOOLS
 - MANAGING E-MAIL MESSAGES
 - AUTOMATING MESSAGE PROCESSING
 - WORKING WITH CONTACTS
 - ADVANCED CONTACT MANAGEMENT
 - CALENDAR BASICS
 - MANAGING MEETINGS
 - ADVANCED CALENDAR MANAGEMENT
 - MANAGING TASKS
 - CATEGORIES AND OUTLOOK DATA FILES
 - MANAGING NOTES AND JOURNAL ENTRIES .
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