

ZED AGE SYLLABUS

MS-Office

► Microsoft Word

- Navigating the Word interface
- Opening new documents and existing documents
- Templates
- Basic and advanced text, paragraph, and document formatting
- Microsoft Word for desktop publishing
- Creating brochures, flyers, and even business cards using MS Word
- Inserting images, graphics, and video
- MS Word as a photo editor
- Creating an index, bibliography or TOC using Word
- Creating tables
- Solving mathematical equations using Word

► Microsoft Excel

- Creating a spreadsheet
- Formatting cells, rows, columns, and entire worksheets
- Entering data into a spreadsheet
- Using formulas and functions for math, accounting, and totaling
- Creating formulas and functions
- Creating charts and diagrams for your data
- Creating data lists and forms
- Creating and using pivot tables and pivot charts
- Working with Excel templates
- Sharing and protecting your worksheets and workbooks
- Using What-If Analysis to determine possible outcomes

► Microsoft PowerPoint

- Navigating the PowerPoint 2013 interface
- Creating new presentations from scratch – or using beautiful template
- Adding text, pictures, sounds, movies, and charts to your presentations
- Designing slides using themes, colors, and special effects
- Animating objects on slides to bring them to life.
- Adding special effects to slide transitions to spice up your presentations
- Working with Master Slides to make editing your presentation easy
- Setting up slide shows and rehearse timings for your slides

