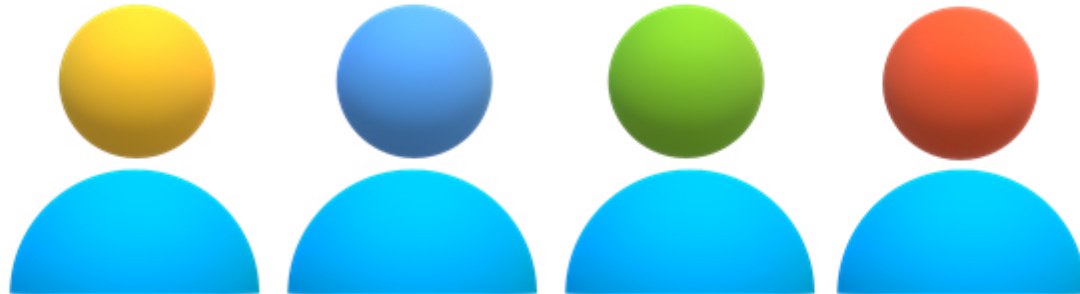


Microsoft Office Essentials



Your learning needs are at
the heart of what we do.



By FourSquare Training

Microsoft Office Essentials Training Course Topics

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Introduction to Microsoft Excel**

1. What are Worksheets?
2. What are Workbooks?
3. Navigating the Excel Screen
4. Entering and Editing Excel Data
5. Copying and Pasting Excel Data
6. Save, Close and Open Excel Files
7. Create a New Excel Workbook
8. Printing Excel Worksheets

- **Module 2: Introduction to Microsoft Word**

1. What is Microsoft Word?
2. Working with Menus, Sub Menus and Tabs
3. Create, Save, Open and Print a Word Document
4. Editing Word Documents
5. Formatting Word Documents
6. Using Microsoft Word Editing Features

- **Module 3: Introduction to Outlook Email**

1. Sending and Receiving Email Messages
2. Replying and Forwarding Email Messages
3. Saving Emails as Drafts
4. Email Attachments
5. Outlook Contacts and the Address Book
6. Deleting and Organising Emails.
7. The Outlook Calendar
8. Tasks and ToDo
9. Integration with MS Teams

- **Module 4: Introduction to Microsoft Teams**

1. The Microsoft Teams Environment
2. Setting up your MS Teams Profile
3. What are Teams Chats, Meetings, Calls and Presentations?
4. Joining a Teams Meeting and accepting an invitation
5. MS Teams Shortcuts
6. Managing your MS Teams Status
7. Sharing files and sharing screens

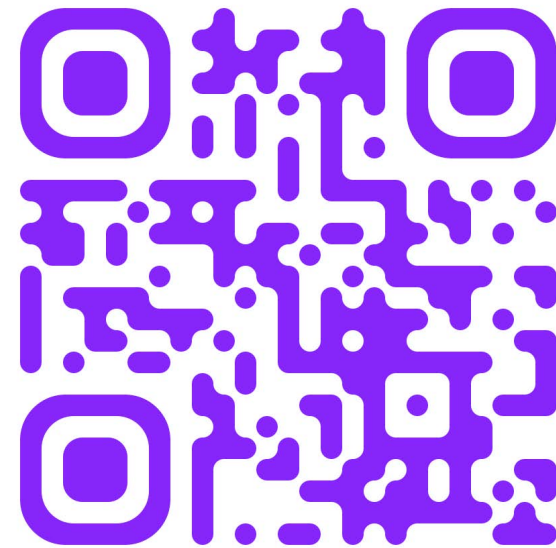
- **Module 5: Introduction to OneDrive**

1. Creating Documents and Folders
2. Uploading Documents and Folders
3. Editing Documents
4. Move and Copy Documents
5. Sharing and Unsharing
6. Finding Shared Content



- 7. Co-Authoring
- 8. Syncing

**Scan the QR Code for
more course information:**



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