

## Microsoft Office Fundamentals: Windows, Word and Outlook

**Duration:** 1 Day of Training

### Course Description

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows interface. This course will help you to define what a PC is, and familiarize you with the Windows user interface and its basic capabilities. In this course, you will explore Windows Interface and browse the Internet; learn how to create, edit and format simple documents using Word; send, receive and manage email messages using Outlook.

### Target Students

This course is designed for beginners and who need to use the features and functionality of the Windows operating system; basic Word skills, such as creating, editing, and formatting documents; Outlook to create, format, spell check and send emails.

### Prerequisites

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows environment. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.

### Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Objectives

Upon successful completion of this course, students will be able to:

- Access Windows
- Get to know PCs and the Windows user interface
- Work with Desktop applications
- Use Internet Explorer
- Work with Accessories
- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents
- Format text and paragraphs
- Navigate Outlook to read and respond to email
- Use the Address Book, and format and spell check new messages

## **Course Content**

### **Lesson 1: Getting to Know PCs and the Windows User Interface**

Topic A: Identify Components of a Personal Computer

Topic B: Sign In to Windows

Topic C: Navigate the Start Screen

### **Lesson 2: Working with Desktop Applications**

Topic A: Navigate the Desktop

Topic B: Manage Files and Folders with File Explorer

Topic C: Elements of a Desktop Window

Topic D: Create and Modify Files with Desktop Applications

### **Lesson 3: Working with Accessories**

Topic A: WordPad

Topic B: Paint

Topic C: Notes

Topic D: The Windows Calculator

### **Lesson 4: Using Internet Explorer**

Topic A: Navigate Internet Explorer

Topic B: Browse the Web

### **Lesson 5: Getting Started with Word**

Topic A: Navigate in Microsoft Word

Topic B: Create and Save Word Documents

Topic C: Manage Your Workspace

Topic D: Edit Documents

Topic E: Preview and Print Documents

Lesson 6: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Control Paragraph Layout

Topic C: Align Text Using Tabs

Topic D: Display Text in Bulleted or Numbered Lists

Topic E: Apply Borders and Shading

Lesson 7: Getting Started with Outlook

Topic A: Navigate the Outlook Interface

Topic B: Work with Messages

Topic C: Access Outlook Help

Lesson 8: Formatting Messages

Topic A: Add Message Recipients

Topic B: Check Spelling and Grammar

Topic C: Format Message Content

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