BASIC EXCEL
Selecting Cells
Entering Data
Using Simple Formulas (Addition, Subtraction, Multiplication)
Using Simple Functions (SUM, AVERAGE, MAX, MIN)
Using AutoCalculate (SUM, AVERAGE, MAX, MIN)
Managing Worksheet Information (Cut/Copy /Paste, Insert Rows, Columns)
Managing Workbook Information (Rename, Hide, Delete)
Adjusting Column Width / Row Height
Formatting Cells (Font, Size, Fill Color) Using the Ribbon
Formatting Cells (Alignment, Merge Text, Wrap Text, Numbers, Date)
Using the Table Feature

INTERMEDIATE EXCEL
Creating, Formatting and Modifying a Chart
Using Conditional Formatting
Using Subtotaling
Managing Data in Multiple Worksheets
Using A 3-D Formula Across Worksheets
Validating Information
Consolidating Information
Linking Information

ADVANCED EXCEL: FORMULAS AND FUNCTIONS
Creating Range Names
Logical Functions
IF Function
AND Function
OR Function
SUMIF(S) Function
COUNTIF(S) Function
AVERAGEIF(S) Function
TEXT/DATE Functions
VLOOKUP Function
NESTED Function

ADVANCED EXCEL: PIVOT TABLES/CHARTS
Planning a PivotTable
Creating a PivotTable
PivotTable Grouping
PivotTable Sorting
PivotTable Filtering
PivotTable Calculated Fields
PivotTable with Text Fields
PivotTable Data Extraction
Cloning a PivotTable
Creating and Formatting Pivot Charts

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BASIC WORD
Inserting Text in a Document
Using the Backspace and Delete keys to Edit Text
Moving, Cutting and Copying text
Changing Font Type and Font Size
Formatting Text with Bold, Italic and Underline
Changing Text Color
Aligning Text
Changing Margins
Creating Bulleted and Numbered Lists
Using Spell Check
Using Find and Replace
Printing a Document

WORD **TRACKING CHANGES, WORKING IN LONGER DOCUMENTS, SHARING DATA AND MERGING**
Using Styles
Inserting Page Breaks
Inserting Page Numbers
Inserting Headers and Footers
Inserting Page Breaks
Creating a Table of Contents
Inserting Footnotes and Endnotes
Working in Outline View
Working with Columns
Sharing Information
Protecting Documents
Mail Merge: Letters and Labels

WORD **TABLES AND ONLINE FORMS**
Inserting a Table • Working with Rows And Columns • Merging Cells • Applying Table Formatting • Inserting Table Formulas • Using Tables In Flyer Templates
Creating Online Forms • Inserting Form Content Controls • Protecting a Form • Using Form Templates

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BASIC OUTLOOK
Attaching Files to an Email Message
Flagging Email Messages for Follow-up
Assigning Color Categories to Emails
Organizing Messages in Folders
Searching for Messages
Setting Automatic Replies
Scheduling a Calendar Appointment
Scheduling a Calendar Meeting

OUTLOOK: BEYOND THE BASICS
Scheduling a Recurring Calendar Appointment/Meeting
Editing/Deleting Calendar Appointment/Meeting
Scheduling Appointment/Meeting with Reminder, Notes and Attachment Options
Sharing a Calendar
Creating an Email Template
Creating QuickSteps and Rules
Delegating Folder Access
Using To Do

POWERPOINT AND SWAY: CREATING ENGAGING PRESENTATIONS
Using Slide Masters
Inserting Tables
Inserting SmartArt
Inserting Charts
Inserting Audio/Video
Using Animation
Creating a Basic Sway Presentation

FILE SHARING:
SHAREPOINT, ONEDRIVE & TEAMS

Creating a New File
Creating a New Folder
Opening a File
Uploading a File
Downloading a File
Sharing a File
Moving a File
Deleting a File
Renaming a File

MS365 ONLINE APPS:
PLANNER, LIST, AND FORMS

Using Planner

- Creating A Plan with Buckets and Tasks
- Changing Plan Views
- Copying Plans

Using Lists

- Creating a Plan Using Pre-Built Templates

Using Forms

- Creating a Form
- Using Questions Types (Choice, Rating, Date, Text . . .)

MS365 ONLINE APPS:
OUTLOOK, TO DO,
ONENOTE AND ONEDRIVE

Using Outlook

- Attaching Files to An Email Message
- Flagging Email Messages for Follow-Up
- Organizing Messages in Folders
- Searching for Messages
- Scheduling Calendar Appointments/Meetings

Using To Do

- Creating Tasks
- Managing Tasks

Using OneNote

- Creating A Notebook with Sections and Pages
- Adding Information to a Notebook: Text, Tables, Documents, Images

Using OneDrive

- Creating a New File
- Creating a New Folder
- Opening a File
- Uploading a File

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