NDA TRAINING TASMANIA

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# MS Office Essentials

### Course Cost

$ 350

### Duration

1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website: **www.nda.com.au**

If there are no dates listed, please email: **bookings@nda.com.au** to express interest in the course.

### More Information

For more information on any of our courses or services please email: **bookings@nda.com.au** or visit the NDA website at: **www.nda.com.au**

## National Competency Standard

There are no units of competency aligned to this course

## Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

## Course Objectives

Upon completion of this course, attendees will be able to design, create and print simple word-processed documents, spreadsheets and communicate by email.

## Learning Outcomes

- Use basic file and window management
- Input text
- Edit, format and print a document
- Proofread a document
- Enter data into a spreadsheet
- Perform basic spreadsheet calculations
- Edit and format spreadsheets
- Use spreadsheet functions
- Communicate effectively by email

## Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

**PER UNIT FEE:** $195

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# Course Name Course Content

**RTO Provider:60034**


**NDA Launceston**

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

**NDA Hobart**

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

**NDA North West**

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547


**Private Training**

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

## Customising the Quick Access Toolbar and Ribbon

- Starting Word
- The Office Ribbon
- Creating a New Blank Document
- Saving a Document
- Closing a Word Document
- Opening an Existing Document
- Using Save As
- Exiting Word

## Word Text Entry

- Entering Text
- Moving through a Document
- Inserting New Text
- Selecting Text
- Cut and Paste
- Copy and Paste
- Undo and Redo

## Font and Basic Paragraph Formatting

- Font, Font Size and Font Colour
- Bold, Italic and Underline
- Other Font Settings
- Formatting using the Font Dialog
- Font
- Advanced tab
- Paragraph Alignment

## Proofreading and Printing

- Spelling and Typographical Errors
- Autocorrect, Automatic check and Manual proofreading
- Different Views
- Zoom
- Printing

## Excel Data Entry

- What is Excel?
- The Structure of a Spreadsheet
- The Active Cell
- Entering Text
- Selecting Cells, cell blocks, rows and columns
- Changing Column Widths and Row Heights
- Inserting and Deleting Rows and Columns

## Basic Calculations

- Objectives
- Overview
- Cell Addressing
- The Basic Excel Formula
- Entering a Formula
- Using Brackets in a Formula

## Basic Editing

- Cut and Paste
- Copy and Paste
- Undo and Redo
- Autofill

## Basic Formatting

- General Formatting
- Formatting Buttons on the Ribbon
- The Formatting Dialog
- Number Formatting
- Date and time formatting
- Cells Sustain Formats
- Format Painter

## Basic Functions

- The Structure of a Function
- Inserting a Function
- Sum, Max, Min, Average, Count

## Outlook Mail Basics

- Mail Essentials
- The nature of an email address
- Outlook Contacts
- Recipient Categories
- To: cc: and bcc List
- Sending mail
- Checking Mail
- Reading Mail
- Replying to Mail
- Forwarding