
Basic Computer Skills

Microsoft Word 2016

Objectives:

- Create new Word documents
- Edit and format existing Word documents
- Add graphics and tables
- Merge Word documents

Microsoft Excel 2016

Objectives:

- Skillfully use the basic elements of Excel
- Create and use simple and complex formulas and functions
- Describe how to write an effective cover letter and resume
- Incorporate useful charts and graphs
- Add, delete, sort, and layout table data

Microsoft PowerPoint 2016

Objectives:

- Identify the features of the MS PowerPoint 2016 interface
- Create a presentation
- Develop presentations with slide transitions, animations, graphics, and media files
- Illustrate data with charts and tables
- Prepare a presentation

Integrated Word and Excel

Objectives:

- Create an integrated Office document
- Create documents that include application objects
- Integrate information from an Excel spreadsheet into a Word mail merge document

Integrating Word, Excel, and Other Data into PowerPoint

Objectives:

- Create an integrated PowerPoint presentation
- Create presentations that include application objects
- Create a photo album slide show