



Introduction to Microsoft Word and Excel

Introduction to Microsoft Word

- Navigating the Ribbon
- Inserting and selecting text
 - Finding and Replacing text
- Cut, copy, and move text
 - Using Format Painter
- Using font groups and paragraph tools
 - Adjusting indent
 - Applying styles to text
- Insert and working with graphics
- Working with Headers and Footers
 - Creating Footnotes and Endnotes
 - Adding Comments
- Creating and modifying Heading Styles
- Insert Citations and Bibliography
- Working with tables

File Management

- File Management Practices
- Common MS Office Features
- Keyboard Shortcuts

Introduction to Microsoft Excel

- Navigation around Excel Sheets
 - Worksheet tools
 - Creating cell names and named ranges
- Formulas
 - Basic BEDMAS
 - Formulas vs Functions
 - Using functions in formulas
 - Manually entering functions
 - Creating functions with multiple arguments
- Visualizing Data
 - Creating Charts
 - Modifying Charts
 - Creating Excel Tables
 - Using Table Tools
 - Creating Conditional Formatting Rules