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MS Office Intermediate; Word, Excel, PowerPoint) (In-Home Training) 36 Hours

Objective: This program prepares students at a basic level of MS Office to get to an intermediate level.

Course Syllabus

Course covers several items including but not limited to the following

- Office Basics revision
- Word processing
- Editing and Formatting
- Tables Graphics and Charts
- Proofing and Research tools
- Printing different document formats
- Reports and Long documents
- Customizing documents with themes, templates and macros
- Desktop and web publishing
- Sharing and collaborating on documents
- Creating you first spreadsheet in Excel
- Moving Data
- Formatting Cells
- Building Basic Formulas
- Math and statistical Functions
- Creating Basic Charts
- Creating a Presentation in PowerPoint
- Editing Slides
- Editing Presentations
- Adding multimedia and movement
- It's ShowTime! Giving a presentation

Cost of In-Home Training Courses

• **Cost** **\$4,879**

Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Office 2016 Essentials Quick Reference Card
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.