

**181 West Orangethorpe Ave. Suite C, Placentia, CA 92870
Telephone (800) 550-8783 Fax (714) 528-0530**

MS Office Basics

Including Word, Excel, PowerPoint

30 Hours

Objective: This course will make the clients familiar with working with MS Office. This course is offered in MS Office Basic, MS Office Intermediate, MS Office Advanced. This course included MS Word (Basic), MS Excel (Basic) and MS PowerPoint (Basic).

Course Syllabus

Course covers several items including but not limited to the following.

- Installing and setting up an online office account
- Using the Office Common features and ribbon
- Basic Word Processing
- Editing and Formatting
- Tables, Graphics and Charts
- Proofing and research tools
- Printing documents
- Excel basics
- Building Spreadsheet in Excel
- Basic formulas for excel
- Creating Presentation In Power Point

Syllabus is adjusted in accordance to the course selected. e.g. if word is selected then only material for Ms. Word is to be taught.

Cost of Training

Cost

- Remote training (webinar based) \$3,899.70

Books and Supplies

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

Supplies Cost \$299.00

Supplies list can be adjusted and modified, cost vary accordingly, please ask for estimate.

Instructor will meet the student on zoom. This training program is remote training, in person may be available on some locations ask for details.

Syllabus and its contents could be modified and adjusted by teacher/school officials, new items can be added, and some items may be removed based on client's interest and needs. Syllabus is subject to change without notice.