

Modern Office Practices



Course Contents

Microsoft Windows 10

Microsoft Office 2013

General Office Practices

Basic Troubleshooting

Course Description

Windows 10 is the latest version of the Windows operating system released by Microsoft on June 29, 2015. It follows Windows 8 and Windows 8.1, which introduced some of the biggest changes to the operating system since the first release in 1985. Windows 10 seems to blend what users loved about Windows 7 with the best features of Windows 8.1 to create a modern operating system that is productive and efficient.

The purpose of this course is to teach all students how to navigate the Windows 10 interface, as well as use its features and apps, regardless of whether or not you are currently using the operating system.

Students will learn how to:

- Navigate the Windows 10 user interface
- Create accounts in Windows
- Open apps and programs
- Work with tiles
- Use the Start button and Start menu
- Access and use the Action Center
- Work with apps and programs on the taskbar
- Customize settings in Windows 10, including backgrounds, screensavers, and more.
- Use the Settings app and the Control Panel
- Search using Cortana
- Use Windows 10 apps, including Mail, People, Calendar, Photos, Maps, and Weather
- Navigate and use the new web browser, Microsoft Edge
- Adjust accessibility settings for hearing and vision impaired users
- And much more

You do not need access to Windows 10 to successfully complete this course. However, since Windows 10 is free to download and install, it's recommended that any students install Windows 10 before beginning the course in order to gain hands-on experience as well as textbook knowledge.



Course Description

This course bundle includes the following courses: [MS Word 2013](#), [Excel 2013](#), [PowerPoint 2013](#), and [Microsoft Outlook 2013](#). You may take these courses in any order you like. If you purchase the CEU Certificate option, you'll receive a separate CEU Certificate for each course you successfully complete.

Microsoft Word 2013

- Lesson 1: Introduction to Microsoft Word 2013
- Lesson 2: Working with Documents and the Keyboard
- Lesson 3: Navigating Through a Word Document
- Lesson 4: Basic Text Editing
- Lesson 5: Text Formatting
- Lesson 6: Paragraph Formatting
- Lesson 7: More Ways to Format Text and Paragraphs
- Lesson 8: Style Formatting
- Lesson 9: Page Formatting
- Lesson 10: Templates
- Lesson 11: Working With Graphics and Pictures
- Lesson 12: Tables
- Lesson 13: Desktop Publishing
- Lesson 14: Long Documents
- Lesson 15: Technical Documents
- Lesson 16: Mail Merge
- Lesson 17: Proofing, Printing, and Publishing
- Lesson 18: Comparing, Merging, and Protecting Documents
- Lesson 19: Customizing and Expanding Word

Microsoft Excel 2013

- Lesson 1: Introduction to MS Excel 2013
- Lesson 2: Navigating Excel 2013
- Lesson 3: Worksheets and Workbooks
- Lesson 4: Entering Information into MS Excel 2013
- Lesson 5: Introduction to Working with Cells, Rows, and Columns

Lesson 6: Formatting Data and Cells
Lesson 7: Formatting Rows and Columns
Lesson 8: Editing Cells, Rows, Columns, and Worksheets
Lesson 9: Introduction to Formulas and Calculations
Lesson 10: Working with Formulas and Functions
Lesson 11: Maintaining Worksheets
Lesson 12: The What-If Analysis
Lesson 13: Adding Images and Graphics
Lesson 14: Charts and Diagrams
Lesson 15: Creating Data Lists
Lesson 16: Managing Data
Lesson 17: Pivot Tables and Charts
Lesson 18: Printing Worksheets and Workbooks
Lesson 19: Templates
Lesson 20: Protecting, Saving, and Sharing Workbooks

Microsoft PowerPoint 2013

Lesson 1: Introduction to Microsoft Word 2013
Lesson 2: The Basics of Creating Presentations
Lesson 3: Applying Themes and Layouts to Slides
Lesson 4: Working with Objects
Lesson 5: Entering, Editing, and Formatting Text
Lesson 6: Working in Outline View
Lesson 7: Proofing Presentations
Lesson 8: Notes
Lesson 9: Inserting Pictures, Graphics, Shapes, and Other Things
Lesson 10: Inserting Tables into Presentations
Lesson 11: Charts and SmartArt
Lesson 12: Adding Sound and Video
Lesson 13: Adding Transitions and Animation
Lesson 14: Master Slides
Lesson 15: Printing and Running Slide Shows
Lesson 16: Saving, Sharing, and Exporting Presentations

Microsoft Outlook 2013

Lesson 1: Introduction to Microsoft Outlook 2013
Lesson 2: Navigating Outlook 2013
Lesson 3: Sending and Receiving Messages
Lesson 4: Formatting Messages
Lesson 5: Adding Tables and Other Elements to Messages
Lesson 6: Inserting Graphics and Images into Emails
Lesson 7: Working with Messages

- Lesson 8: Organizing Mail
- Lesson 9: Advanced Mail Features
- Lesson 10: Address Books and Contacts
- Lesson 11: Using the Calendar
- Lesson 12: Reminders
- Lesson 13: Tasks
- Lesson 14: Notes
- Lesson 15: Social Media and Outlook 2013
- Lesson 16: Sharing