

TRAINING COURSE OUTLINE

Digital Competency Development Program

Course Title:	MS Word – Basic Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Indicate the names and functions of the Word interface components. • Create, edit, save, and print documents to include documents with lists and tables. • Format text and to use styles. • Add a header and footer to a document. • Use the Spelling and Grammar Checker as well as Microsoft Help. • Manipulate documents using functions such as find and replace; cut, copy, replace.
Duration:	<p>2-Day Program Four (4) hours per day (session) Total of eight (8) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Getting Started</p> <ul style="list-style-type: none"> • Exploring the Word window • Creating and saving documents • Printing documents • Getting Help <p>Topic 2: Editing Documents</p> <ul style="list-style-type: none"> • Opening and navigating in documents • Automated tasks • Editing text • The undo and redo commands <p>Topic 3: Moving and Copying Text</p> <ul style="list-style-type: none"> • Selecting text • Cutting, copying, and pasting text • Finding and replacing text <p>Topic 4: Formatting Characters and Paragraphs</p> <ul style="list-style-type: none"> • Character formatting • Using tabs • Paragraph formatting • Advanced paragraph formatting <p>Topic 5: Creating and Managing Tables</p> <ul style="list-style-type: none"> • Creating tables • Working with tables • Modifying tables <p>Topic 6: Controlling Page Layout</p> <ul style="list-style-type: none"> • Creating headers and footers

	<ul style="list-style-type: none"> • Working with margins • Working with page breaks <p>Topic 7: Proofing and Printing Documents</p> <ul style="list-style-type: none"> • Checking spelling and grammar • Previewing and printing documents <p>Topic 8: Web Features</p> <ul style="list-style-type: none"> • Saving documents as web pages • Working with hyperlinks • Emailing documents
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Course Title:	MS Word – Advanced Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Effectively use Mail Merge to documents • Creating and modifying forms • Manage Document Revision by tracking changes and comparing documents • Automate by recording and running Macros • Customizing Word
Duration:	<p>4-Day Program Four (4) hours per day (session) Total of sixteen (16) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Using Mail Merge</p> <ul style="list-style-type: none"> • Creating form letters • Working with data sources • Creating mailing labels <p>Topic 2: Working with Forms</p> <ul style="list-style-type: none"> • Creating forms • Modifying forms • Protecting and printing forms <p>Topic 3: Working with Large Documents</p> <ul style="list-style-type: none"> • Master Documents • Footnotes and endnotes • Indexes • Bookmarks and cross-references <p>Topic 4: Managing Document Revision</p> <ul style="list-style-type: none"> • Using track changes • Comparing document <p>Topic 5: Automation and Customization</p> <ul style="list-style-type: none"> • Recording and running macros • Modifying and deleting macros • Customizing Word

Course Title:	MS Excel – Basic Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Create and format workbooks • Summarize data using formulas and functions • Sort and filter data • Use timesaving tools such as AutoFill, AutoSum, and FlashFill • Visualize data using charts
Duration:	<p>2-Day Program Four (4) hours per day (session) Total of eight (8) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: The Basics</p> <ul style="list-style-type: none"> • Getting Started • Signing In • Creating a New Workbook • Parts of a Workbook • Saving a Workbook • Opening a Workbook <p>Topic 2: Your First Workbook</p> <ul style="list-style-type: none"> • Selecting Data • Entering and Deleting Data • Using undo and redo • Using cut, copy, and paste <p>Topic 3: Using Basic Excel Tools</p> <ul style="list-style-type: none"> • Understanding cell references and formulas • Using basic formulas • Using basic functions • Using advanced functions • Using spell check • Using sort and filter <p>Topic 4: Using Timesaving Tools</p> <ul style="list-style-type: none"> • Using AutoFill • Using Flash Fill • Using AutoSum • Using AutoComplete • Using AutoCalculate <p>Topic 5: Formatting Text</p> <ul style="list-style-type: none"> • Changing the Font Face, Size, and Color • Applying Text Effects • Applying borders and fill • Using the Font tab of the Format Cells Dialog • Clearing Formatting

Topic 6: Formatting Data

- Wrapping Text
- Changing the size of rows and columns
- Adjusting cell alignment
- Changing text direction
- Changing number format

Topic 7: Formatting the Workbook

- Using cell styles
- Formatting data as a table
- Changing the theme
- Inserting page breaks
- Adding a background

Topic 8: Inserting Art and Objects

- Inserting SmartArt
- Inserting Text boxes
- Inserting pictures
- Inserting equations
- Drawing Shapes

Topic 9: Charting Data

- Creating Sparklines
- Inserting Charts
- Inserting Pivot tables
- Inserting Pivot Charts
- Using slicers

Topic 10: Viewing, Printing, and Sharing your Workbook

- Using Views
- Saving a Workbook as PDF
- Printing a Workbook
- E-Mailing a Workbook
- Sharing your workbook on OneDrive

Topic 11: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes

Course Title:	MS Excel – Intermediate Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Quickly summarize multiple sheets of data into one • Turn long lists and reports into easy to read tables • Formulas to check whether cells pass or fail your rules • Create links between cells so that they all update automatically • Highlight targets, trends, duplicates and errors with Conditional Formatting • Formatting and layout consistency by saving as a template
Duration:	<p>4-Days Program Four (4) hours per day (session) Total of sixteen (16) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Working with Multiple Worksheets and Workbooks</p> <ul style="list-style-type: none"> • Using multiple worksheets <ul style="list-style-type: none"> – Navigating between sheets – Moving and copying sheets • Linking worksheets <ul style="list-style-type: none"> – Creating 3-D formulas – Consolidating data <p>Topic 2: Working with dates</p> <ul style="list-style-type: none"> • Entering date functions <ul style="list-style-type: none"> – TODAY function – NOW function • Date and Time formats • Using dates in formulas <p>Topic 3: Conditional Formulas and Formatting</p> <ul style="list-style-type: none"> • The IF function • Conditional formatting • Creating named ranges • Using named ranges in formulas • COUNTIF(s), SUMIF(s), AVERAGEIF(s) <p>Topic 4: List Management</p> <ul style="list-style-type: none"> • Working with lists • Creating dynamic ranges • Sorting and filtering lists • Sorting by multiple columns • Using AutoFilter • Tables <p>Topic 5: Documenting and Auditing</p> <ul style="list-style-type: none"> • Best practice spreadsheet design • Viewing, adding, editing and deleting comments • Auditing Features • Tracing formula errors

	<ul style="list-style-type: none"> • Protecting a worksheet • Protecting cell ranges <p>Topic 6: Creating Charts</p> <ul style="list-style-type: none"> • Creating and modifying charts • Adding trendlines • Visualizing multiple data sets • Using Sparklines
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Course Title:	MS Excel – Advanced Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Efficiently and confidently use Excel software at the feature and functionality levels • Use advanced formulas and functions for advanced calculations • Create advanced reports using Pivot Table, Pivot Chart, and Analysis Tools • Manipulate Excel options to customize their environment to meet varying need and enhance their productivity.
Duration:	<p>4-Days Program Four (4) hours per day (session) Total of sixteen (16) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Essentials of Advanced Formulas</p> <ul style="list-style-type: none"> • Relative Reference • Absolute Reference • Name manager with simple functions <p>Topic 2: Performing Advanced Formulas</p> <ul style="list-style-type: none"> • Apply basic number functions with name manager • Creating text functions, change case method, trim case method, combine case method, find and replace text method. • Apply advanced date and time • Functions, Using Hidden Formulas, Network Days and Dynamic Date Functions • Using IF condition and logical functions like SUMIF, COUNTIF, AVERAGEIF • Look up data with functions <p>Topic 3: Apply Custom Formats and Layouts</p> <ul style="list-style-type: none"> • Apply advanced conditional formatting and filtering • Apply custom data formats • Apply custom styles and templates <p>Topic 4: Data Security and Validation</p> <ul style="list-style-type: none"> • Using Data Validation • Protection on Sheet, Workbook and File • Tracking Data with Summary

	<p>Topic 5: Manage Big Data with Consolidation Tools</p> <ul style="list-style-type: none"> • Basics of Sort and Filter • Application of Advanced Filter • Apply Subtotal • Creating Charts and Dashboard • Using Pivot Table and Chart Features • Data Consolidation from different References • Using Database Functions <p>Topic 6: Data Analysis Tools</p> <ul style="list-style-type: none"> • Introduction to Macro • Macro Recording and Assignments • Macro Execution • Macro with Excel Functions and Features
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Course Title:	MS PowerPoint – Basic Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Start and end a PowerPoint session • Edit a presentation • Create different types of slides • Use the Outline tab • Add Clipart to a slide • Format slides and use templates • Use the Slide Sorter to re organize a presentation • Print various components of a presentation • Run a slideshow
Duration:	<p>2-Day Program Four (4) hours per day (session) Total of eight (8) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Creating a Power Point Presentation</p> <ul style="list-style-type: none"> • Starting Microsoft PowerPoint • Normal View • Creating a presentation • Saving a Document • Importing a File • The Status Bar • Closing a Presentation <p>Topic 2: The Ribbon</p> <ul style="list-style-type: none"> • The Ribbon • Tabs • Groups • Commands <p>Topic 3: The Quick Access Toolbar</p> <ul style="list-style-type: none"> • Adding Common Commands • Adding More Commands with the Customize Dialog Box

- Adding Ribbon Commands or Groups
- Placement

Topic 4: The File Menu

- Introduction to the Backstage View
- Opening a Presentation
- New Presentation and Presentation Templates
- Presentation Properties
- Adding Your Name to a Microsoft PowerPoint

Topic 5: Formatting Microsoft PowerPoint Presentations

- Selecting a Slide Layout
- Adding text
- Adding text from a text file or word outline
- Editing text
- Formatting text
- Formatting text as WordArt
- Creating bulleted and numbered lists
- Formatting text placeholders
- Adding slides to a presentation
- Arranging slides

Topic 6: Working with Images

- Adding Images to a slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a snapshot
- Editing an Image
- Formatting Images
- Applying a style and cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes

Topic 7: Working with Tables and Charts

- Inserting a table
- Formatting tables
- Importing tables from external sources
- Inserting a chart
- Formatting a chart
- Importing charts from external sources

Course Title:	MS PowerPoint – Advanced Course
Course Objective:	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • Customize Presentation Templates • Enhance Presentations by adding images, movies, and sound • Use SmartArt, Tables and Chart • Printing Presentations • Export Presentation to other formats – PDF and video
Duration:	<p>4-Days Program Four (4) hours per day (session) Total of sixteen (16) hours equivalent training hours</p>
Course Outline:	<p>Topic 1: Customizing Presentation Templates</p> <ul style="list-style-type: none"> • Modifying templates • Building custom templates and themes • Building custom slide masters • Advanced slide master techniques <p>Topic 2: Enhancing Presentations</p> <ul style="list-style-type: none"> • Advanced drawing techniques • Using alignment tools • Sourcing and enhancing images • Adding movies and sound • Using animations and transitions <p>Topic 3: Using SmartArt, Tables and Charts</p> <ul style="list-style-type: none"> • Inserting and editing SmartArt • Creating organization charts • Formatting and modifying tables • Inserting and designing charts and graphs • Working with Excel – linking tables and charts <p>Topic 4: Advanced Presentation Techniques</p> <ul style="list-style-type: none"> • Advanced slideshow delivery options • Organizing your presentation effectively <p>Topic 5: Printing and Handouts</p> <ul style="list-style-type: none"> • Printing options • Working with Word – exporting handouts and notes • Exporting to other formats – PDF and video