

Microsoft Office Basics

Objectives

In this class, you will learn about the functions and capabilities of Microsoft Office programs, including:

- Microsoft Word (word processing)
- Microsoft Excel (spreadsheet)
- Microsoft PowerPoint (slideshow/presentation creator)
- Microsoft Publisher (desktop publishing)

Agenda

- Introduction
- What is Word, and what can I do with it?
 - Example: resume.
- What is Excel, and what can I do with it?
 - Example: checkbook register.
- What is PowerPoint, and what can I do with it?
 - Example: presentation.
- What is Publisher, and what can I do with it?
 - Example: calendar.