

Course	Word / Excel Combination Course - Beginner
Length	2 Hours
Audience	For anyone new to word processing or for those who taught themselves and wish to learn easier ways of doing things in Word and Excel. This is ideal for employees in non-technical or systems roles who need to collaborate or share others' files too.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended.
WORD Topics	<p>Module 1a: Word Overview</p> <ul style="list-style-type: none">◆ Tour Word window: File, Ribbon, Quick Access Toolbar◆ Create a document <p>Module 1b: Edit/ Format a Document</p> <ul style="list-style-type: none">◆ Insert & delete text Selecting text◆ Undo/Redo◆ Format text <p>Module 1c: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ Save a document – including new file formats & compatibility◆ Print preview◆ Print a document◆ Send a document
EXCEL Topics	<p>Module 2a: Worksheet Basics</p> <ul style="list-style-type: none">◆ Worksheet terminology & basic information◆ Data entry tips◆ Editing data <p>Module 2b: Formatting Techniques</p> <ul style="list-style-type: none">◆ Formatting text◆ Formatting numbers◆ Changing columns and rows◆ Insert and delete columns and rows <p>Module 2c: Distribution Best Practices</p> <ul style="list-style-type: none">◆ Fit to one page: Margins, Scaling◆ Save & Send – New file formats (XLSX, PDF)