

## Office Compact – Basic Principles

(Page 1/2)

### OBJECTIVE

Mastery of the program MS Office 2007 enabling independent work. Possibility of familiarization with the various Office programs and using the programs better through joint use.

### CONTENT

- Word
  - Generating, correcting, formatting, saving and retrieving texts
  - Lists and numbering
  - Tab stops and tables
  - Headers and footers
  - Standard formats
  - Document formats and mailshots
- Excel
  - Working with formulae and references
  - Functions
  - Generating diagrams
  - Working with small databases in Excel
- PowerPoint
  - Creating a small PowerPoint presentation
  - Rules for preparing slides
  - Creative tips (graphics, animation, etc.)
- Outlook
  - Send and receive e-mails (with attachments)
  - Address administration and working with contacts
  - Simple appointment management using outlook
- Internet
  - How can I find my way around the internet?
  - Using search engines
  - Downloads, files, favourites and bookmarks
  - Risks involved in using the internet

## Office Compact – Basic principles

(Page 2/2)

---

<b>TARGET GROUP</b>	Mechanics, fitters, electricians and machine operators
<b>PREVIOUS KNOWLEDGE</b>	No previous knowledge required
<b>DURATION</b>	5 days
<b>PRICE</b>	EUR 690.00 per participant
<b>DATE</b>	On request
<b>VENUE</b>	IT Training Room Schrobenhausen
<b>TRAINER</b>	Mr Ralf Rossa
<b>CONTACT</b>	Mrs Martina Holzmayr, +49 8252 97-2182

**AZWW-certified**