

Office for Mac 2011, Part 1: Word & Excel

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Prerequisites: This course assumes very little familiarity with Microsoft Office for the MAC 2011. This course is part of a 2 course learning series, Office for Mac 2011: Word & Excel and Office for Mac 2011: PowerPoint & Outlook.

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Course description: Master Office 2011 for Mac in this 2 part learning series, Office 2011 for Mac is a complete suite of software productivity tools from Microsoft and includes Word, Excel, PowerPoint, and Outlook for Mac. First, get up to speed with the new features found in Office 2011 for Mac, then get acquainted with the workspace, toolbox, and ribbon. Learn how to spice up your Word documents with images, themes, styles, and backgrounds, and understand how to use Workbooks and Worksheets in Excel. PowerPoint is powerful presentation software, so find out how to create slide-decks with compelling content and pizzazz. Finally, grasp the basics of Outlook for email, managing contacts, and organizing your calendar.

Course outline:

Introduction

- Introduction
- Install Office for Mac
- New Features
- Common Features
- Summary

Basic Tools

- Introduction
- Toolbox
- Reference Tools
- Media Browser
- The Ribbon
- Summary

Introduction to Word

- Introduction
- Introduction to Word
- Word Documents
- Manipulating Text
- Text Layout
- Summary

Formatting in Word

- Introduction
- Using Templates
- Wizards
- Add Images
- Tables
- Auto-formatting
- Themes, Styles, & Backgrounds
- Summary

Save & Print

- Introduction

- Customized Toolbars

- Save Document
- Print Word Documents
- Summary

Introduction to Excel

- Introduction
- Introduction to Excel
- Worksheets
- Find/Replace
- Cells, Rows, & Columns
- Autofill & Format Cells
- Printing Spreadsheets
- Summary

Formulas

- Introduction
- Formulas
- References
- Operators
- More Operators
- Summary

Charts

- Introduction
- Charts
- Chart Styles
- Summary