



Microsoft Office Course Syllabus:

Entertaining talk-show style format presented by industry leading experts.

- 40+ hours of virtual training, practice exams, labs, and study.
- Receive a Certificate of completion.
- Presented by highly qualified, industry leading experts.
- 12 Months Access (*Unless indicated otherwise*)
- Self-paced





Description

Microsoft Office is a suite of productivity applications that includes Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook. Additionally, this course provides training for the features of Microsoft Office 365. "Office 365" refers to subscription plans that include access to Office applications plus other productivity services that are enabled over the Internet (cloud services), such as Lync web conferencing and Exchange Online hosted email for business, and additional online storage with OneDrive. Many Office 365 plans also include the desktop version of the latest Office applications, which users can install across multiple computers and devices.

Objectives

- Understand how to manipulate data within a spreadsheet.
- Develop and improve your Microsoft Word skills.
- Create, edit, save, and print presentations.
- Format presentations. Add a graphic to a presentation.
- Create and manipulate simple slide shows with outlines and notes.
- Manage your email messages, calendar, contacts, and tasks.

Prerequisites

- Recognize the main components of a PC as well as storage media such as USB drives and DVD.
- Start the computer and navigate the operating system desktop.
- Use Windows Explorer to create directories and subdirectories and manage files.
- Use a web browser to view websites.

Target Audience

- Anyone who has basic computer skills.
- Anyone who desires to expand their knowledge of Microsoft Office.



Syllabus

Prepare for the Microsoft Office exams with the excellent practice performance-based learning tool.. Practice performance-based learning enables you to practice on test questions and assess your skill and knowledge of the material.

- Includes multiple questions to test performance-and understanding
- Requires Windows, macOS, Chrome OS, or Linux (iOS and Android not supported)
- Single-user license

Microsoft Word Course Outline

Description

Microsoft Word is an extremely popular word processing program that can be used for both personal and business purposes. While already feature rich and critical for productivity, Microsoft continues to improve and enhance their software with each new release like the latest Microsoft Word. In this course, you will develop and improve your Microsoft Word skills, so that you are able to maximize this industry standard word processing system. This online training course will cover Basic Word, Intermediate Word, and Advanced Word.

Microsoft Word Certificate: [Word Expert](#)

Word Beginner	1.1 Course Introduction	1.2 Introduction to Word Interface Part 1
1.3 Introduction to Word Interface Part 2	1.4 Introduction to Word Interface Part 3	1.5 View
1.6 Typing Part 1	1.7 Typing Part 2	1.8 Typing Part 3
1.9 Typing Part 4	1.10 Resume Part 1	1.11 Resume Part 2
1.12 Bullet List	Word Intermediate	1.1 Menus and Keyboard Shortcuts Part 1
1.2 Menus and Keyboard Shortcuts Part 2	1.3 Tabs Part 1	1.4 Tables Part 1
1.5 Tables Part 2	1.6 Tables Part 3	1.7 Styles Part 1
1.8 Styles Part 2	1.9 Styles Part 3	1.10 Page Formatting Part 1
1.11 Page Formatting Part 2	1.12 Page Formatting Part 3	Word Advanced
1.1 Creating an Outline	1.2 Inserting Images Part 1	1.3 Inserting Images Part 2
1.4 Tracking Changes	1.5 Mail Merge Part 1	1.6 Mail Merge Part 2
1.7 Large Documents Part 1	1.8 Large Documents Part 2	1.9 Other Word Functions Part 1
1.10 Other Word Functions Part 2	1.11 Document Comparison	



Microsoft PowerPoint Course Outline

Description

Take your PowerPoint presentations to the next level with our Microsoft PowerPoint online training course! Whether you are a beginner or have experience and want to sharpen your skills, this online course will help you create professional quality presentations that will grab your audience's attention and keep them interested from start to finish. This course is separated in to three main sections covering Basic PowerPoint, Intermediate PowerPoint, and Advanced PowerPoint lessons, which will provide an in-depth review of the presentation software included in the Office suite of applications. Learn to navigate the interface effectively, insert a range of objects and how to create engaging presentations that will wow viewers. Topics will include design, customization and presentation of information using Microsoft PowerPoint .

Microsoft PowerPoint Certificate: [PowerPoint](#)

PowerPoint Beginner	1.1 What Is PowerPoint Part 1	1.2 What Is PowerPoint Part 2
1.3 New Presentation	1.4 Viewing Presentation	1.5 Inserting Transitions
1.6 More Visual Designs Part 1	1.7 More Visual Designs Part 2	1.8 More Visual Designs Part 3
1.9 More Visual Designs Part 4	1.10 Notes	PowerPoint Intermediate
1.1 Visual Designs with Logos and Animation Part 1	1.2 Visual Designs with Logos and Animation Part 2	1.3 Visual Designs with Logos and Animation Part 3
1.4 Visual Designs with Logos and Animation Part 4	1.5 Visual Designs with Logos and Animation Part 5	1.6 Exit Animation Part 1
1.7 Exit Animation Part 2	1.8 Exit Animation Part 3	1.9 Navigation Buttons
1.10 Layout Options Part 1	1.11 Layout Options Part 2	PowerPoint Advanced
1.1 Master Pages Part 1	1.2 Master Pages Part 2	1.3 Software Simulation Part 1
1.4 Software Simulation Part 2	1.5 Setting Pictures to Music	1.6 Advanced Animation Techniques
1.7 Triggers	1.8 Motion Path Animation	1.9 Video in PowerPoint
1.10 PowerPoint Review Part 1	1.11 PowerPoint Review Part 2	1.12 Additional Options



Microsoft Outlook

Description

Microsoft Outlook is by far one of the most popular email applications used by millions of professionals and students all over the world. Microsoft Outlook provides better organization, search capabilities, communication, and social networking features. With this Microsoft Outlook training course, you will learn the four major components of outlook including contacts, email, calendars, and tasks. This course will also touch on the OneNote application that provides a cross platform and cross application note taking tool. This course covers all the bases including Basic Outlook, Intermediate Outlook, and Advanced Outlook.

Microsoft Outlook Certification: [Microsoft Outlook](#)

Outlook Beginner	1.1 Introduction Part 1	1.2 Introduction Part 2
1.3 Options for Displaying Email Messages	1.4 Create and Send an Email	1.5 Receive an Email
1.6 Calendar Part 1	1.7 Calendar Part 2	1.8 Contacts Part 1
1.9 Contacts Part 2	1.10 Tasks	Outlook Intermediate
1.1 Folder Structure Part 1	1.2 Folder Structure Part 2	1.3 Multiple Email Accounts Part 1
1.4 Multiple Email Accounts Part 2	1.5 Create A New Email Part 1	1.6 Create A New Email Part 2
1.7 Signatures	1.8 Calendars Part 1	1.9 Calendars Part 2
1.10 Contacts	1.11 Outlook Settings Part 1	1.12 Outlook Settings Part 2
Outlook Advanced	1.1 One Note Introduction Part 1	1.2 One Note Introduction Part 2
1.3 One Note and PowerPoint	1.4 One Note and Word	1.5 One Note and Outlook
1.6 Sharing Information	1.7 One Note and Mobile Devices	1.8 Additional Elements Part 1
1.9 Additional Elements Part 2		



Microsoft Excel

Description

Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is especially important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel training course because it covers basic, intermediate, and advanced competency levels. Our Microsoft Excel training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built-in structure and functions of Microsoft Excel.

Microsoft Excel Certification: [Excel Expert](#)

Excel Beginner	1.1 Tabs and Ribbons Part 1	1.2 Tabs and Ribbons Part 2
1.3 Cells Part 1	1.4 Cells Part 2	1.5 Cells Part 3
1.6 Cells Part 4	1.7 Calculations Part 1	1.8 Calculations Part 2
1.9 Calculations Part 3	1.10 Printing Part 1	1.11 Printing Part 2
Excel Intermediate	1.1 Menus and Keyboard Shortcuts Part 1	1.2 Menus and Keyboard Shortcuts Part 2
1.3 Menus and Keyboard Shortcuts Part 3	1.4 Tabs Part 1	1.5 Tabs Part 2
1.6 Formulas and Calculations Part 1	1.7 Formulas and Calculations Part 2	1.8 Formulas and Calculations Part 3
1.9 Formulas and Calculations Part 4	1.10 Importing Data Part 1	1.11 Importing Data Part 2
1.12 Invoices	Excel Advanced	1.1 Advanced Invoice Part 1
1.2 Advanced Invoice Part 2	1.3 Advanced Invoice Part 3	1.4 Advanced Invoice Part 4
1.5 Number Crunching	1.6 Creating A Pivot Table from Scratch	1.7 Smaller Excel Components Part 1
1.8 Smaller Excel Components Part 2	1.9 Smaller Excel Components Part 3	



Office 365

Description

This exam is designed for IT professionals who take part in evaluating, planning, deploying, and operating the Office 365 services, including its dependencies, requirements, and supporting technologies. They should have experience with the Office 365 Admin Center and an understanding of Exchange Online, Lync Online, SharePoint Online, Office 365 ProPlus, and Microsoft Azure Active Directory. This includes experience with service descriptions, configuration options, and integrating services with existing identity management and on-premises infrastructure to support the business requirements of an organization.

Introduction To 365	1. A Little Background On MS Office	2. Office 365 Versions And Features-Part1
3. Office 365 Versions And Features-Part2	4. Online Sign Up	5. Word Online Overview
6. Starting A Document In Word Online	7. Word Saved To One Drive	8. Navigating Word
9. Tools And Features	10. Fonts Attributes-Part1	11. Fonts Attributes-Part2
12. Lines And Paragraphs-Part1	13. Lines And Paragraphs-Part2	14. Bullets Numbering And Styles-Part1
15. Bullets Numbering And Styles-Part2	16. Inserts Pictures And Tools-Part1	17. Inserts Pictures And Tools-Part2
18. Tables And Formatting-Part1	19. Tables And Formatting-Part2	20. Sharing And Templates-Part1
21. Sharing And Templates-Part2	22. Excel Online Overview	23. Getting Started With Excel
24. Data Entry And Navigation	25. Data Entry-Part1	26. Data Entry-Part2
27. Data Entry And Formatting-Part1	28. Data Entry And Formatting-Part2	29. Intro To Formulas
30. Formulas-Part1	31. Formulas-Part2	32. Formulas-Part3
33. Intermediate Formula And Table Format-Part1	34. Surveys	35. More Formula And Charts-Part1
36. More Formula And Charts-Part2	37. Charts	38. Sheets And Templates
39. What Is Powerpoint	40. Screen Layout	41. Entering And Formatting Text
42. Layouts And Designs Part 1	43. Layouts And Designs Part 2	44. Inserting Objects
45. Objects And Transitions	46. Animations	47. Smart Art
48. Notes Printing And Templates	49. Intro To Outlook Online	50. Intro To Email Accounts Screen Layout
51. Configuring Outlook Online	52. Sending Emails Outlook Online	53. Organization Outlook Online
54. Mail Rules In Outlook Online	55. Additional Mail Options In Outlook Online	56. Spam And Junk Outlook Online
57. What Is OneNote	58. OneNote Screen Overview	59. OneNote Desktop
60. Drawing Tools With OneNote	61. Send To OneNote	62. Media With OneNote



Practice, Labs, Flash Cards, Quizzes etc.

Practice for the Accounting and Business certification exams include flashcards, quizzes, games and learning modules. Prepare for Accounting and Business performance-based certification exam questions.

- *Click!* interactive graphical exercises.
- *Type!* interactive exercises.
- *Challenge!* interactive identification exercises.

Prepare for the Accounting and Business exam with excellent practice tests. The 550+ questions mirror the questions you will see on the real exam; enabling you to practice on test questions and assess your skill and knowledge of the material.

- Includes over 550 questions.
- Requires Windows, macOS, Chrome OS, or Linux (iOS and Android not supported)
- Single-user license

Testing Features

Quiz and Testing Modes

- Practice Mode: quizzes for each module.
- Exam Mode: just like the real thing, no help, just you and the questions.

Quiz and Test History

- See the date you took each test.
- View final score for each test.
- Review each question, see your answer and the correct answer.



Sample Certificate upon completions of each course



To learn more, contact us at 877-732-6772 or info@lionfishcybersecurity.com

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