

Microsoft Office

at ACE Training Center, where its all about Excellence in education!



Pre-Requisite: None

Description: This course offers understanding of computer softwares. It will cover Ms Windows, Ms Word, Ms Excel, Ms PowerPoint & Internet.

You Will Learn How To

- Identify basic Computer components
- Work with Microsoft Windows
- Use Microsoft Word
- Use Microsoft Excel
- Use Microsoft PowerPoint
- E-Mail
- Browse the Internet

Course Benefits:

This course is intended to provide an understanding of Personal Computers, MS Office and Internet.

Who Should Attend:

For people who want to learn how to use computers for home and office purposes or get an entry level job requiring sound knowledge of MS Office.

Topics Covered:

Introduction to Computers:

- Basic windows elements
- Files and folders
- Desktop and shortcuts
- Setting control panel
- Microsoft notepad
- Using the Explorer

Microsoft Word:

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting page breaks
- Using lists and styles

- Working with images
- Making tables
- Using spelling and grammar check
- Understanding document properties
- Mail Merge & Macro

Microsoft Excel:

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with formulas & functions
- Modifying worksheets with color
- Making charts and graphs
- Speed data entry
- Data Analysis
- Auto formatting worksheets
- Creating custom graphs
- Document Security

Microsoft PowerPoint:

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding animation
- Slide transitions
- Using sound

Internet Training:

- Introduction to Internet
- Surfing the net
- How to search
- Sending, and receiving email
- Attaching and downloading an attached file



www.aceedu.com

Why ACE ?

- Licensed by New York State Department of Education
- Microsoft Certified Partner
- Authorized Prometric Testing Center
- NHA Examination Center
- Job Placement Assistance
- Financing Available
- No computer knowledge required
- Open 7 days, 9am to 7pm
- Certified Instructors
- Test Preparation Classes

ACE Offers

- MS Office
- A+ Certification
- MCSE/ Windows 2003
- CCNA / CCNP
- Web/Graphic Designing
- Microsoft SQL Server
- AutoCAD
- Quickbooks Bookkeeping
- Peachtree Bookkeeping
- Office administrative Procedures
- Medical Billing & Coding
- EKG Technician
- Phlebotomy Technician
- Home Technology Integrator
- And Much More.....



MANHATTAN

312, W36 St., 2nd Fl,
New York, NY 10018
Tel: 212-695-9700
Fax: 212-695-9745

QUEENS

109-19 72nd Rd., 4F,
Forest Hills, NY 11375
Tel: 718-575-3223
Fax: 718-575-3348

E-MAIL:
info@aceedu.com
www.aceedu.com