

# Pennsylvania College of Technology

## Workforce Development & Continuing Education

### Beginner's Guide to Computers and Microsoft Office MST 007 Course Outline

**Course Description:** Designed for new computer users to create basic files in Microsoft Word, Excel, and PowerPoint. Includes time for questions and answers.

**Textbook:** Quick Source Guide Word 2010  
Quick Source Guide Excel 2010  
Quick Source Guide PowerPoint 2010

**Prerequisites:** N/A

**Course Length:** 6 hours

#### Course Outline:

##### Word 2010

- Getting Started with Word 2010
  - Identify the components of the Word interface
  - Enter text in a document
  - Save a document
  
- Editing Text in a Word Document
  - Open a document
  - Select text
  - Modify text
  
- Modifying the Appearance of Text in a Word Document
  - Apply character formatting
  - Align text
  
- Proofing a Word Document
  - Check spelling and grammar

## ■ Printing

- Preview
- Print button
- File menu, print options

## ■ Excel 2010

### ■ Getting Started with Excel

- Identify the elements of the Excel interface
- Navigate and select cells in worksheets
- Create a basic worksheet

### ■ Performing Calculations in an Excel Worksheet

- Create basic formulas in a worksheet

### ■ Modifying the Appearance of a Worksheet

- Apply font properties
- Add colors to cells
- Align content in a cell
- Apply number formatting

### ■ Printing Excel Workbooks

- Print a worksheet

## ■ PowerPoint

### ■ Getting Started with PowerPoint

- Identify the elements of the user interface
- View a presentation
- Save a presentation

### ■ Creating a Basic Presentation

- Enter text
- Edit text
- Format text placeholders
- Add slides to a presentation
- Arrange slides

### ■ Adding Graphical Objects to a Presentation

- Insert images into a presentation

### ■ Preparing to Deliver a Presentation

- Add transitions
- Deliver a presentation using the slide show
- Print a presentation