



M S Office 2016 Course Outline

Word 2016 Basic Course Outline

Unit 1: Getting started

Topic A: The Word window
Topic B: New documents
Topic C: Document navigation

Unit 2: Editing text

Topic A: Working with text

Topic B: The Undo and Redo commands
Topic C: Cut, copy, and paste
Topic D: Find and replace

Unit 3: Text formatting

Topic A: Character formatting
Topic B: Tab settings
Topic C: Paragraph formatting
Topic D: Paragraph spacing and indents

Unit 4: Tables

Topic A: Creating tables
Topic B: Working with table content
Topic C: Changing the table structure

Unit 5: Page layout

Topic A: Headers and footers
Topic B: Page setup

Unit 6: Graphics

Topic A: Adding graphics and clip art
Topic B: Working with graphics

Unit 7: Proofing, printing, and exporting

Topic A: Spelling and grammar
Topic B: AutoCorrect
Topic C: Printing and exporting documents

Word 2016 Intermediate Course Outline

Unit 1: Styles and outlines

Topic A: Examining formatting
Topic B: Working with styles
Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options
Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams
Topic B: Working with shapes
Topic C: Formatting text graphically

Unit 4: Advanced document formatting

Excel 2016 Basic Course Outline

Unit 1: Getting started

Topic A: Spreadsheet terminology
Topic B: The Excel environment
Topic C: Navigating a worksheet
Topic D: Using a template

Unit 2: Entering and editing data

Topic A: Entering and editing text and values
Topic B: Entering and editing formulas
Topic C: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data
Topic B: Moving, copying, and viewing formulas
Topic C: Absolute and relative references
Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions
Topic B: AutoSum
Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting
Topic B: Row and column formatting
Topic C: Number formatting
Topic D: Conditional formatting
Topic E: Additional formatting options

Unit 6: Charts

Topic A: Chart basics
Topic B: Formatting charts

Unit 7: Graphics

Topic A: Working with pictures
Topic B: Conditional formatting with graphics
Topic C: SmartArt graphics

Unit 8: Printing

Topic A: Preparing to print
Topic B: Page Setup options
Topic C: Printing worksheets

Excel 2016 Intermediate Course Outline

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets
Topic B: Printing large worksheets
Topic C: Working with multiple worksheets
Topic D: Linking worksheets with 3-D formulas
Topic E: Using multiple workbooks
Topic F: Linking workbooks

PowerPoint 2016 Basic Course Outline

Unit 1: Getting started

Topic A: The PowerPoint interface

Unit 2: Creating presentations

Topic A: Creating a basic presentation
Topic B: Working with slides

Unit 3: Editing slide content

Topic A: Formatting text and lists
Topic B: Editing efficiently

Unit 4: Working with shapes

Topic A: Creating shapes
Topic B: Formatting shapes
Topic C: Applying content to shapes

Unit 5: Graphics

Topic A: WordArt
Topic B: Pictures

Unit 6: Tables and charts

Topic A: Tables
Topic B: Charts
Topic C: SmartArt

Unit 7: Preparing and printing presentations

Topic A: Proofing presentations
Topic B: Preparing a presentation
Topic C: Printing presentations

PowerPoint 2016 Advanced Course Outline

Unit 1: Slide masters and transitions

Topic A: Slide masters
Topic B: Transitions and timings
Topic C: Custom slide shows

Unit 2: Graphics and media

Topic A: Modifying graphics
Topic B: Media clips
Topic C: Animations
Topic D: Photo albums

Unit 3: Customizing slide elements

Topic A: Working with SmartArt graphics
Topic B: Customizing tables
Topic C: Working with charts

Unit 4: Action buttons and equations

Topic A: Action buttons
Topic B: Equations

Unit 5: Integrating Microsoft Office files

Outlook 2016 Basic Course Outline

Unit 1: Getting started

Topic A: The program window
Topic B: Outlook Today

Unit 2: Email basics

Topic A: Reading messages
Topic B: Creating and sending messages
Topic C: Working with messages
Topic D: Handling attachments
Topic E: Printing messages and attachments

Unit 3: Email management

Topic A: Setting message options
Topic B: Organizing the Inbox folder
Topic C: Managing junk email

Unit 4: Contacts

Topic A: Working with contacts
Topic B: Address books
Topic C: Using contact groups

Unit 5: Tasks

Topic A: Working with tasks
Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments
Topic B: Modifying appointments
Topic C: Working with events
Topic D: Using Calendar Views

Unit 7: Meeting requests and responses

Topic A: Scheduling meetings
Topic B: Managing meetings

Outlook 2016 Advanced Course Outline

Unit 1: Customizing Outlook

Topic A: The Outlook environment
Topic B: General options and account settings
Topic C: Quick Steps
Topic D: The Folder pane and Navigation bar

Unit 2: Customizing messages

Topic A: Message appearance
Topic B: Signatures
Topic C: Voting buttons
Topic D: Out-of-office messages

Unit 3: Mailbox organization and management

Topic A: Setting rules
Topic B: Managing your mailbox

Unit 4: Organizing items

Access 2016 Basic Course Outline

Unit 1: Getting started

Topic A: Database Concepts
Topic B: Exploring the Access environment

Unit 2: Databases and tables

Topic A: Planning and designing databases
Topic B: Exploring tables
Topic C: Creating tables

Unit 3: Fields and records

Topic A: Changing the design of a table
Topic B: Finding and editing records
Topic C: Organizing records

Unit 4: Data Entry rules

Topic A: Setting field properties
Topic B: Working with input masks
Topic C: Setting validation rules

Unit 5: Basic queries

Topic A: Creating and using queries
Topic B: Modifying query results and queries
Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms
Topic B: Using Design view
Topic C: Sorting and filtering records

Unit 7: Working with reports

Topic A: Creating reports
Topic B: Modifying and printing reports

Topic A: Creating and formatting sections
Topic B: Working with columns
Topic C: Document design

Unit 5: Document sharing
Topic A: Document properties
Topic B: Tracking changes
Topic C: Finalizing documents

Unit 6: Mail Merge
Topic A: Form letters
Topic B: Data sources for the recipient list
Topic C: Mailing labels and envelopes

[Word 2016 Advanced Course Outline](#)

Unit 1: Document interactivity
Topic A: Creating forms
Topic B: Inserting objects and charts
Topic C: Web pages

Unit 2: Document references
Topic A: Tables of contents and captions
Topic B: Indexes, bibliographies, and footnotes

Unit 3: Working efficiently
Topic A: Customizing the ribbon
Topic B: Building Blocks
Topic C: Master documents

Unit 4: Macros and VBA fundamentals
Topic A: Simple macros
Topic B: Visual Basic for Applications
Topic C: Modifying and creating macros
Topic D: Word objects

Unit 5: VBA programming
Topic A: Control structures
Topic B: VBA forms
Topic C: Debugging and error handling

Unit 2: Advanced formatting
Topic A: Using special number formats
Topic B: Working with themes
Topic C: Other advanced formatting

Unit 3: Outlining and subtotals
Topic A: Outlining and consolidating data
Topic B: Creating subtotals

Unit 4: Cell and range names
Topic A: Creating and using names
Topic B: Managing names

Unit 5: Data structure and tables
Topic A: Sorting and filtering data
Topic B: Working with tables

Unit 6: Web and sharing features
Topic A: Saving workbooks as Web pages
Topic B: Using hyperlinks

Unit 7: Documenting and auditing
Topic A: Auditing features
Topic B: Comments in cells and workbooks
Topic C: Protection
Topic D: Workgroup collaboration

Unit 8: Application settings and templates
Topic A: Application settings
Topic B: Working with templates

Topic A: Applying content from a Word outline
Topic B: Embedding and linking content

Unit 6: Finalizing and distributing presentations
Topic A: Reviewing and finishing
Topic B: Distributing presentations

Unit 7: Customizing PowerPoint
Topic A: Application settings

Topic A: Folders
Topic B: Searching
Topic C: Advanced filtering
Topic D: Categories

Unit 5: Notes and Journals
Topic A: Recording information with notes
Topic B: Tracking activities with the Journal

Unit 6: Collaboration
Topic A: Sharing your calendar and contacts
Topic B: Staying informed with RSS

Appendix A: Connecting with SharePoint
Topic A: Connecting with colleagues via Outlook Social Connectors