



## 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