



Microsoft Power Point 2013 Basics

Sunday, October 9

Airways Council Offices 2020 27th Ave NE

10:00 am - 4:00 pm

Fee for this All Day Information Session is \$20

Course Outline

GETTING STARTED WITH POWERPOINT®

- NAVIGATE THE POWERPOINT ENVIRONMENT
- CREATE AND SAVE A POWERPOINT PRESENTATION
- USE HELP

DEVELOPING A POWERPOINT® PRESENTATION

- SELECT A PRESENTATION TYPE
- VIEW AND NAVIGATE A PRESENTATION
- EDIT TEXT
- BUILD A PRESENTATION

PERFORMING ADVANCED TEXT EDITING

- FORMAT CHARACTERS
- FORMAT PARAGRAPHS
- FORMAT TEXT BOXES

ADDING GRAPHICAL ELEMENTS TO YOUR PRESENTATION

- INSERT CLIP ART AND IMAGES
- INSERT SHAPES

MODIFYING OBJECTS IN YOUR PRESENTATION

- EDIT OBJECTS
- FORMAT OBJECTS
- GROUP OBJECTS
- ARRANGE OBJECTS
- ANIMATE OBJECTS

ADDING TABLES TO YOUR PRESENTATION

- CREATE A TABLE
- FORMAT A TABLE

ADDING CHARTS TO YOUR PRESENTATION

- CREATE A CHART
- FORMAT A CHART

PREPARING TO DELIVER YOUR PRESENTATION

- REVIEW YOUR PRESENTATION
- APPLY TRANSITIONS
- PRINT YOUR PRESENTATION
- DELIVER YOUR PRESENTATION

**For more information and to register: Zull Punjani
(403) 689-8584 e-mail: epb.crc@gmail.com**



Microsoft Outlook 2013 & Email Basic

Sunday, October 16

Airways Council Offices 2020 27th Ave NE

10:00 am - 4:00 pm

Fee for this All Day Information Session is \$20

Course Outline

EMAIL BASIC

- email interface
- inbox
- Message pane
- Compose pane

COMMON EMAIL TERMS AND ACTIONS

- Compose New Message
- Read message
- Reply and Forward message

UNDERSTANDING EMAIL ADDRESSES

- email account
- email address
- username
- email provider
- Yahoo, Outlook.com, Gmail
- Other email *PROVIDERS*: ORGANIZATION, GOV
- software: MS Outlook, Windows Mail
- Passwords and Security

GETTING TO KNOW NEW OUTLOOK 2013 INTERFACE

NEW MENU BAR (RIBBON)

- Understanding and Modifying the Ribbon

EMAIL MANAGEMENT

- Setting message options
- Organizing the inbox folder
- Managing junk email

CONTACTS

- Working with contacts
- Address books
- Using contact groups

TASKS

- Working with tasks
- Managing tasks

APPOINTMENTS AND EVENTS

- Creating and sending appointments
- Modifying appointments

SAVE AND PRINT EMAILS

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Microsoft Excel 2013 Basics

Sunday, October 23

Airways Council Offices 2020 27th Ave NE

10:00 am - 4:00 pm

Fee for this All Day Information Session is \$20

Course Outline

New Excel 2013 Interface

- *Understand the Ribbon and Contextual Tabs*
- *Data Entry to Create a New Workbook*
- *Using Excel Templates*
- *Customize the Quick Access Toolbar*

Understanding and Working with Data

- *Select, enter, edit and delete data*
- *Add Label and a Value*
- *Using Find, Replace and Go to, Redo, Repeat*
- *Inserting/Deleting cells, worksheets, rows, etc.*

Formatting Workbook Elements

- *Using and Modifying Conditional Formatting*
- *Creating and Modifying Styles*

Using Basic Formulas and function

- *How to create formulas and use AutoSum Function?*
- *Using Relative and Absolute Cell References*
- *Logical functions*
- *Conditional functions*
- *Financial functions*
- *Text functions*
- *Date and time functions*
- *Array formulas*

Charting and Sparkline

- *Introductions to simple charts and Elements*
- *Introduction to Sparkline*

Printing

- *Define Printing feature*

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Microsoft Word 2013 Basics

Sunday, October 30

Airways Council Offices 2020 27th Ave NE

10:00 am - 4:00 pm

Fee for this All Day Information Session is \$20

Course Outline

New Word 2013 Interface

- *Quick access ribbon toolbar*
- *Advanced tabs and customization of ribbon*

Getting Started with Word

- *Identify the Components of the Word Interface*
- *Help*
- *Editing a Document*
- *Navigate and Select Text*
- *Modify Text*
- *Find and Replace Text*

Understanding and working with documents

- *Creating and saving documents*
- *Creating headers and footers*

Formatting Text and Paragraphs

- *Apply Character Formatting*
- *Align Text Using Tabs*
- *Display Text as List Items*
- *Apply Borders and Shading*
- *Apply Styles*

Adding Tables

- *Insert, Modify, Format a Table and Convert Text to a Table*

Managing List

- *Sort and Renumber a List*
- *Insert Graphic Objects*
- *Insert Symbols and Special Characters*

Controlling Page Appearance

- *Apply a Page Border and Color*
- *Add a Watermark*
- *Add Headers and Footers*
- *Control Page Layout*

Proofing a Document

- *Check Spelling and Grammar*
- *Other Proofing Tools*

Templates

- *Creating and using a Template*

Working with Styles

- *Creating, Applying, and Modifying Styles*
- *Using Building Blocks and Quick Parts*
- *Inserting Quick Parts*
- *Using the Building Blocks Organizer*
- *Saving Quick Parts*

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