



**SU & LAO FREE COMPUTER EDUCATION
(OFFICE PRODUCTIVITY TOOLS)
FOR FACULTY MEMBERS OR EMPLOYEES
January 5, 2019 TO March 30, 2019 (Saturdays 1:00 – 5:00pm)**

DESCRIPTION:

This class is designed to train faculty members and employees from different organizations and offices the basics and advanced features of MS Office. This output-oriented training will tackle office productivity topics such as word processing, spreadsheet, presentation, document publishing, video making, and photo editing. Participants are expected to showcase their portfolio of hands-on exercises.

EXPECTED PARTICIPANTS:

Teachers, Librarians, Office Staff, Regular or Project Employees in Negros Oriental

PRE-REQUISITES:

Participants must be familiar with a desktop or laptop computer and must know how to use a mouse.

OUTLINE:

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| <p>I. Introduction (Week 1)</p> <ul style="list-style-type: none">a. Computer Fundamentalsb. Computer Ethicsc. File Organization and Management <p>II. Word Processing using MS Word (Weeks 2 – 4)</p> <ul style="list-style-type: none">a. Word Basics<ul style="list-style-type: none">• Getting Started with Word• Understanding OneDrive• Creating and Opening Documents• Saving and Sharing Documentsb. Working with Text<ul style="list-style-type: none">• Text Basics• Formatting Text• Using Find and Replace• Indents and Tabs• Line and Paragraph Spacing• Lists• Hyperlinksc. Layout and Printing<ul style="list-style-type: none">• Page Layout | <ul style="list-style-type: none">• Printing Documents• Breaks• Columns• Headers and Footers• Page Numbersd. Working with Objects<ul style="list-style-type: none">• Pictures and Text Wrapping• Formatting Pictures• Shapes• Text Boxes• Aligning, Ordering, and Grouping Objects• Tables• Chartse. Collaboration and Reviewing<ul style="list-style-type: none">• Checking Spelling and Grammar• Track Changes and Comments• Inspecting and Protecting Documentsf. Doing More with Word<ul style="list-style-type: none">• SmartArt Graphics |
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- Applying and Modifying Styles
 - Main Merge
- III. Spreadsheet Application using MS Excel (Weeks 5-7)**
- a. Excel 2016 Basics
 - Getting Started with Excel
 - Understanding OneDrive
 - Creating and Opening Workbooks
 - Saving and Sharing Workbooks
 - b. Working with Cells and Sheets
 - Cell Basics
 - Modifying Columns, Rows, and Cells
 - Formatting Cells
 - Understanding Number Formats
 - Working with Multiple Worksheets
 - Using Find & Replace
 - Checking Spelling
 - Page Layout and Printing
 - c. Formulas and Functions
 - Intro to Formulas
 - Creating More Complex Formulas
 - Relative and Absolute Cell References
 - Functions
 - d. Working with Data
 - Basic Tips for Working with Data
 - Freezing Panes and View Options
 - Sorting Data
 - Filtering Data
 - Groups and Subtotals
 - Tables
 - Charts
 - Conditional Formatting
 - e. Doing More with Excel
 - Track Changes and Comments
 - Inspecting and Protecting Workbooks
 - Intro to PivotTables
 - Doing More with PivotTables

- What-if Analysis
- IV. Document Lay-outing and Designing Using MS Publisher (Week 8)**
- a. Publisher Basics
 - Getting to Know Publisher
 - Producing a Publication
 - Creating a New Publication
 - b. Common Tasks in Publisher
 - Working with Text
 - Working with Shapes and Objects
 - Working with Pictures
 - Working with Tables
- V. Video Creation using Movie Maker (Week 9)**
- a. Getting started
 - b. Importing Video
 - c. Editing
 - d. Adding photos
 - e. Adding text
 - f. Adding music and narration
 - g. Emphasis
 - h. Exporting
- VI. Photo Editing (Week 10)**
- a. Getting Started
 - b. Making Adjustments to an Image
 - c. Selection Tools
 - d. Editing tools
 - e. Blending tools
 - f. Using Special Filters and Effects
 - g. Miscellaneous Tools
- VII. Creating Presentation using MS PowerPoint (Week 11)**
- a. PowerPoint Basics
 - Getting Started with PowerPoint
 - Understanding OneDrive
 - Creating and Opening Presentations
 - Saving Presentations
 - b. Working with Slides
 - Slide Basics
 - Text Basics
 - Applying Themes
 - Applying Transitions
 - Managing Slides



- Using Find & Replace
- Printing
- Presenting Your Slide Show
- c. More Objects
 - Inserting Videos
 - Inserting Audio
 - Tables
 - Charts
 - SmartArt Graphics
- d. Review and Collaborating
 - Checking Spelling and Grammar
 - Reviewing Presentations
 - Inspecting and Protecting Presentations

- e. Customizing Your Presentation
 - Modifying Themes
 - Slide Master View
 - Hyperlinks
 - Action Buttons
 - Rehearsing and Recording Your Presentation
 - Sharing Your Presentation Online

VIII. Presentation of Final Output (Week 12)

IX. Closing Ceremonies (Week 13)