

Microsoft Word and PowerPoint (CC10) (2024)

Understand basic and intermediate word processing software skills.

- 1.01 Managing documents and options.
- 1.02 Managing edits and document layouts.
- 1.03 Working with objects.
- 1.04 Inserting and managing tables and lists.
- 1.05 Managing references and finalizing documents.

Understand advanced word processing software skills.

- 2.01 Updating Word settings.
- 2.02 Modifying and creating document styles and templates.
- 2.03 Creating reusable content and custom design elements.
- 2.04 Creating reference tables and restricting editing.
- 2.05 Managing document content.
- 2.06 Creating and managing macros.
- 2.07 Managing customer lists and creating mailings.

Understand basic and intermediate presentation software skills.

- 3.01 Introducing the PowerPoint fundamentals.
- 3.02 Managing content on slides.
- 3.03 Adding visuals to presentations.
- 3.04 Working with advanced visuals.
- 3.05 Organizing and printing presentations.
- 3.06 Configuring slideshows.
- 3.07 Managing slide masters and presentation settings.