

Microsoft Word Topics

- Revision of basics (eg page margins, orientation, change zoom)
- Insert and modify a page border
- Change page colour
- Insert a watermark
- Insert a shape
- Modify a shape (resize, move, delete, add text, format)
- Insert a picture
- Insert an online picture
- Modify a picture (resize, change layout/style/colour, crop)

Microsoft PowerPoint Topics

- Navigate through a presentation
- Modify text
- Format text
- Use the slide sorter view
- Use the slide show view
- Insert slides
- Change slide layout
- Insert a picture
- Insert an online picture
- Modify a picture (eg resize, move, delete, crop, change colour/style)
- Use the Screenshot Tool to capture the screen
- Animate a placeholder
- Animate a picture
- Apply slide transition
- Print slides
- Print handouts

Microsoft Outlook Topics

- Revision of basics (eg reply, forward, attach)
- Attach a file by using copy and paste
- Insert a link to a web page
- Create a folder
- Create a sub-folder
- Move an e-mail to a folder
- Copy and paste data from Microsoft Excel
- Copy and paste text from Microsoft Word
- Copy and paste text from a web page
- Use the Screenshot Tool to capture the screen