

Get Started using Microsoft Word

- create a new blank document
- use the Zoom tool
- use the Undo tool
- use the Backspace key to delete text
- use the Backspace key to delete space
- use the Enter key to create space
- change the name of a file
- print a file
- fix spelling mistakes
- fix punctuation spacing mistakes
- insert a date
- insert a dash

Use Font Formatting Tools in Microsoft Word

- make text bold
- underline text
- change the font size
- apply basic formatting to several words
- apply basic formatting to a paragraph
- apply basic formatting to all text
- change the Ribbon Layout
- use the Highlight tool
- use the Font Colour tool
- use the Change Case tool

Use Paragraph Formatting Tools in Microsoft Word

- use the Bullets tool
- use the Numbering tool
- use the Decrease Indent tool
- use the Increase Indent tool
- change text alignment
- change line spacing
- remove space after paragraph

Use Useful Tools to Work with Documents

- copy and paste
- cut and paste
- use the Format Painter tool
- use the Tab key
- insert a header
- insert a footer
- insert page numbers

Work with OneDrive

- rename a file
- move a file
- copy a file
- attach a file to an email
- delete a file

Work with Bookmarks in Google Chrome

- bookmark a web page
- rename a bookmark
- move a bookmark
- delete a bookmark

Get Started using Microsoft Excel

- create a new blank workbook
- open an existing workbook
- use the Undo tool
- use AutoComplete to insert text
- insert a date correctly
- change the contents of a cell
- change the width of a column
- change the width of several columns
- change the height of a row
- change the height of several rows

Use Font Formatting Tools in Microsoft Excel

- use the Bold tool
- change the font size
- change the font colour
- change the fill colour
- apply borders
- change cell alignment
- change the Ribbon Layout

Change Sheet Settings in Microsoft Excel

- change all column widths
- change all row heights
- insert / delete a sheet
- rename a sheet
- move a sheet

Use Tools to Work with Cells in Microsoft Excel

- delete a row
- insert a row
- apply number formatting
- copy and paste
- cut and paste
- use the Format Painter tool

Insert Basic Formula in Microsoft Excel

- insert a formula to add 2 cells
- insert a formula to subtract a cell from another cell
- insert a formula to multiply a cell by another cell
- use the AutoSum tool to add a list of numbers

Use the Fill Handle in Microsoft Excel

- use the Fill Handle to copy a cell
- use the Fill Handle to copy a formula
- use the Fill Handle to fill days of the week
- use the Fill Handle to fill months
- use the Fill Handle to fill dates