



Program Overview

This training programme will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to print, and cover the basics of text formatting. By the end of this training programme, trainees should be comfortable with creating a new document, making it look professional and presentable, and saving and printing their document.

Aim

The program aims to impart the required computer skills by way of practical training in computer labs for effective use of computers and Word Microsoft Office applications.

Program Learning Outcomes

On completion of the program the learners are able to:

- To find the fastest way to navigate through a long document.
- To add data to your help document.
- To put the finishing touches on your help document.
- To find different ways of performing common actions in Microsoft Word.
- To practice customization of the Quick Access Toolbar.
- To find particular commands in the Home tab.
- To create a flyer for an upcoming yard sale.
- To add captions to ClipArt images.
- To understand more about how mail merge works.
- To understand the basic use of the tools on the Review tab.
- To become an expert in one of the contextual tabs.

	Prerequisites:	N/A
	Lecturers:	VTDI Faculty
	Delivery:	English
	Duration:	75 Hours
	Fees:	BD 630/- Local Certificate

ACCREDITATION:

Trainees will be awarded with a Certificate of Attendance by VTDI. This Programme is accredited by Hull University & IAO.



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Who Should Attend?

- Fresh Graduates / Employees
- Admin Staff

Programme Structure

1- Word 2013 Basic Level

NO	UNIT TITLE	CONTACT HOURS
1	Section 1: Starting Out <ul style="list-style-type: none">• Lesson 1.1: Meeting Microsoft Office Word 2010• Lesson 1.2: Creating a Document• Lesson 1.3: Navigating in Your Document• Lesson 1.4: Doing More with Your Document• Lesson 1.5: Working with Your Document• Lesson 1.6: Getting Help in Word	2 Hours
2	Section 2: The Word Interface <ul style="list-style-type: none">• Lesson 2.1: Getting Acquainted• Lesson 2.2: The Quick Access Toolbar• Lesson 2.3: Tabs and Groups• Lesson 2.4: The Home Tab• Lesson 2.5: The Insert Tab• Lesson 2.6: The View Tab	2 Hours
3	Section 3: Advanced Tabs and Customization <ul style="list-style-type: none">• Lesson 3.1: The Page Layout Tab• Lesson 3.2: The References Tab• Lesson 3.3: The Mailings Tab• Lesson 3.4: The Review Tab• Lesson 3.5: Contextual Tabs• Lesson 3.6: Customizing the Ribbon	2 Hours
4	Section 4: Creating Documents <ul style="list-style-type: none">• Lesson 4.1: Creating a New Document• Lesson 4.2: Selecting Text• Lesson 4.3: Moving Text• Lesson 4.4: Applying Advanced Text Effects	3 Hours
5	Section 5: Doing More with Text <ul style="list-style-type: none">• Lesson 5.1: Fonts on the Home Tab• Lesson 5.2: The Font Dialog• Lesson 5.3: Using Tabs• Lesson 5.4: Paragraph Options	3 Hours



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NO	UNIT TITLE	CONTACT HOURS
6	Section 6: Printing and Viewing Your Document <ul style="list-style-type: none">Lesson 6.1: Using Layouts and ViewsLesson 6.2: Basic Viewing ToolsLesson 6.3: Advanced View ToolsLesson 6.4: Preparing Your DocumentLesson 6.5: Printing a Document	3 Hours
Total:		15 Hours

2- PowerPoint 2013 Basic Level

NO	UNIT TITLE	CONTACT HOURS
1	Section 1: Starting Out <ul style="list-style-type: none">Lesson 1.1: Meeting Microsoft Office PowerPoint 2010Lesson 1.2: Creating a PresentationLesson 1.3: Working with Your PresentationLesson 1.4: Editing Your PresentationLesson 1.5: Arranging SlidesLesson 1.6: Getting Help in PowerPoint	2 Hours
2	Section 2: Understanding and Customizing the PowerPoint Interface <ul style="list-style-type: none">Lesson 2.1: Getting AcquaintedLesson 2.2: The Quick Access ToolbarLesson 2.3: Tabs and GroupsLesson 2.4: Customizing the RibbonSection 2: Understanding and Customizing the PowerPoint InterfaceLesson 2.1: Getting Acquainted	2 Hours
3	Section 3: Tab Overview, Part One <ul style="list-style-type: none">Lesson 3.1: The Home TabLesson 3.2: The Insert TabLesson 3.3: The View TabLesson 3.4: The Design TabLesson 3.5: The Transitions TabSection 3: Tab Overview, Part One	2 Hours
4	Section 4: Tab Overview, Part Two <ul style="list-style-type: none">Lesson 4.1: The Animations TabLesson 4.2: The Slide Show TabLesson 4.3: The Review TabLesson 4.4: Contextual Tabs, Part One	3 Hours
5	Section 5: Creating Presentations <ul style="list-style-type: none">Lesson 5.1: Using TemplatesLesson 5.2: Working with Text BoxesLesson 5.3: Basic Editing ToolsLesson 5.4: Formatting Text, Part One	3 Hours



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NO	UNIT TITLE	CONTACT HOURS
6	Section 6: Printing and Viewing Your Presentation <ul style="list-style-type: none">Lesson 6.1: Using Layouts and ViewsLesson 6.2: Viewing a Slide ShowLesson 6.3: Preparing Your PresentationLesson 6.4: Printing Your PresentationSection 6: Printing and Viewing Your Presentation	3 Hours
Total:		15 Hours

3- Outlook 2013 Basic Level

NO	UNIT TITLE	CONTACT HOURS
1	Section 1: Starting Out <ul style="list-style-type: none">Lesson 1.1: Getting StartedLesson 1.2: Receiving E-MailLesson 1.3: Working with E-Mail MessagesLesson 1.4: Printing E-Mail MessagesLesson 1.5: Getting Help in OutlookSection 1: Starting Out	2 Hours
2	Section 2: Understanding and Customizing the Outlook Interface <ul style="list-style-type: none">Lesson 2.1: Getting AcquaintedLesson 2.2: Using the Outlook PanesLesson 2.3: The Quick Access ToolbarLesson 2.4: Tabs and GroupsLesson 2.5: Customizing the RibbonSection 2: Understanding and Customizing the Outlook Interface	2 Hours
3	Section 3: Tab Overview (Mail Interface) <ul style="list-style-type: none">Lesson 3.1: The Home TabLesson 3.2: The Send/Receive TabLesson 3.3: The Folder TabLesson 3.4: The View TabSection 3: Tab Overview (Mail Interface)Lesson 3.1: The Home Tab	2 Hours
4	Section 4: Tab Overview (Outlook Item Interface) <ul style="list-style-type: none">Lesson 4.1: Understanding Tab SetupLesson 4.2: The Insert TabLesson 4.3: The Format Text TabLesson 4.4: The Review Tab	3 Hours
5	Section 5: Sending E-Mail <ul style="list-style-type: none">Lesson 5.1: Composing E-MailLesson 5.2: Answering MailLesson 5.3: Doing More with E-MailLesson 5.4: Using Viewing Tools	3 Hours



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NO	UNIT TITLE	CONTACT HOURS
6	Section 6: Information Management <ul style="list-style-type: none">Lesson 6.1: The CalendarLesson 6.2: The Contacts FolderLesson 6.3: The Tasks FolderLesson 6.4: The Notes FolderLesson 6.5: The Journal Folder	3 Hours
Total:		15 Hours

4- Access 2013 Basic Level

NO	UNIT TITLE	CONTACT HOURS
1	Section 1: Getting Started <ul style="list-style-type: none">Lesson 1.1: Starting OutLesson 1.2: Interface BasicsLesson 1.3: Database SecurityLesson 1.4: Getting Help	3 Hours
2	Section 2: The New Interface <ul style="list-style-type: none">Lesson 2.1: The Quick Access ToolbarLesson 2.2: Basics of TabsLesson 2.3: The Home TabLesson 2.4: The Create TabLesson 2.5: The External Data TabLesson 2.6: The Database Tools Tab	4 Hours
3	Section 3: Creating a Database <ul style="list-style-type: none">Lesson 3.1: First StepsLesson 3.2: About RecordsLesson 3.3: Creating a TableLesson 3.4: Formatting Text	4 Hours
4	Section 4: Doing More with Your Database <ul style="list-style-type: none">Lesson 4.1: Creating and Using FormsLesson 4.2: Creating and Using QueriesLesson 4.3: Creating and Using ReportsLesson 4.4: Sorting and Filtering DataLesson 4.5: Viewing DataLesson 4.6: Printing a Database Object	4 Hours
Total:		15 Hours

5- Excel 2013 Basic Level

NO	UNIT TITLE	CONTACT HOURS
1	Section 1: Getting Started <ul style="list-style-type: none">Lesson 1.1: Starting OutLesson 1.2: About WorksheetsLesson 1.3: Exploring your WorkbookLesson 1.4: Getting Help with Excel	3 Hours



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NO	UNIT TITLE	CONTACT HOURS
2	Section 2: The Excel Interface <ul style="list-style-type: none">Lesson 2.1: The Quick Access Toolbar and File MenuLesson 2.2: The Home TabLesson 2.3: The Insert TabLesson 2.4: The Page Layout TabLesson 2.5: The Formulas TabLesson 2.6: The Data TabLesson 2.7: The Review Tab	3 Hours
3	Section 3: Excel Basics <ul style="list-style-type: none">Lesson 3.1: Working with ExcelLesson 3.2: Basic Excel FeaturesLesson 3.3: Moving your DataLesson 3.4: Smart Tags and Options ButtonsLesson 3.5: Editing Tools	3 Hours
4	Section 4: Editing your Workbook <ul style="list-style-type: none">Lesson 4.1: Modifying Cells and DataLesson 4.2: Cell FormattingLesson 4.3: Enhancing a Worksheet's AppearanceLesson 4.4: Working with Charts, Part 1Lesson 4.5: Working with Charts, Part 2	3 Hours
5	Section 5: Printing and Viewing your Workbook <ul style="list-style-type: none">Lesson 5.1: Using the View TabLesson 5.2: Managing a Single WindowLesson 5.3: Managing Multiple WindowsLesson 5.4: Printing your Workbook	3 Hours
Total:		15 Hours