

IC3M1 Course Learning Outcomes

To successfully complete IC3M1 course, you need to:

- Introduce Microsoft Office 2016 Applications and their interfaces
- Use help function and tell me feature
- Create, save, open and close files in Office applications
- Work with Microsoft Word 2016
- Enter, edit and select text in Word 2016
- Copy, cut and paste text
- Format text and paragraphs
- Find, replace items and using spelling and grammar check
- Work with page setup
- Work with pictures and tables
- Introduce Microsoft Excel 2016
- Manage Excel worksheet
- Format data in Excel
- Entering simple formulas
- Sort and filter data
- Create and manipulate charts
- Customize pages setup
- Work with PowerPoint 2016
- Create and format presentation
- Change the slide layout, themes and backgrounds
- Insert header and footer and hyperlinks
- Create slide master and apply transitions and animation
- Run and end slide show and print the presentations

Recommended online Sources:

- <https://edu.gcfglobal.org/en/topics/office2016/>
- <https://support.office.com/en-us/office-training-center?ms.officeurl=training>