

Microsoft Office Refresher («MOR»)

Do you already have a user experience in older versions of Office and now want a refresher in Word, Excel, and PowerPoint? Refresh your knowledge on the latest version of Office in this course.

Duration: 2 days

Price: 1'140.–

Course documents: Digicomp Courseware

Content

1. Office – General overview
 - o The user interface
 - o Ribbon with tabs and contextual tabs
 - o The backstage area
 - o File formats
 - o Editing images
 - o SmartArt graphics (Schematic Representations)
 - o Customizations (Quick Access Toolbar/Ribbon)
2. Microsoft Word
 - o Paste options
 - o Customizing tables
 - o Tabs styles
 - o Building blocks and AutoText
 - o Headers and footers
 - o Contents and bibliography
 - o Spell check and AutoCorrect options
 - o The navigations pane
3. Microsoft Excel
 - o Views
 - o Cell formats
 - o Format as Table
 - o Formulas, cell references, and basic functions
 - o Sort and filter
 - o Charts
4. Microsoft PowerPoint
 - o Views
 - o Tabs
 - o Slide layouts
 - o Selections
 - o Collect Text
 - o Slide Transitions
 - o Set up and control the slide show

Key Learnings

Basic use of Microsoft Word, Excel, and PowerPoint

Target audience

People who have worked with previous versions of Office 2016/2019 (such as 2013, 2010, and 2007) and want to refresh their skills.

Additional information

This course is also suitable for Office 2019, 2016, 2013 and 2010 users.

Further courses

- [Microsoft PowerPoint fundamentals \(«MP1»\)](#)
- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)
- [Advanced techniques in Microsoft Word \(«MW2»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/course-microsoft-office-refresher