

Ms. Office

<u>Day</u>	<u>Topic</u>	<u>Details/Description</u>
1.	Ms. Word	Introduction, Office Button, Shortcut Keys, Home & Insert Tab
2.	Ms. Word	Page Layout & References Tab, Selection Tricks
3.	Ms. Word	Mailing Tab, Review Tab, View Tab, Assignment
4.	Ms. Excel	Introduction, Formulas, Data Entry, Home Tab
5.	Ms. Excel	Insert Tab, Page Layout Tab, Formula Tab
6.	Ms. Excel	Data Tab, Review Tab, Assignment
7.	Ms. PowerPoint	Introduction, Making Presentation, Home Tab, Insert Tab, Design Tab
8.	Ms. PowerPoint	Animation Tab, Slide Show, Review Tab, View Tab, Assignment

• Being Smart •