

## Microsoft Office Class Offerings

<p><b>Excel Level 100</b></p> <ul style="list-style-type: none"> <li>• Learn key terms and work with the help pane</li> <li>• Navigate the Excel interface and view available options</li> <li>• Enter, format, and organize data</li> <li>• Analyze data using charts</li> <li>• Understand the basics of functions and formulas</li> </ul>	<p><b>Excel Level 200</b></p> <ul style="list-style-type: none"> <li>• Expand knowledge of notable functions in Excel</li> <li>• Understand a wide variety of cell formatting to manipulate and interpret data</li> <li>• Learn to create Pivot tables</li> <li>• Understand options to restrict and protect data in Excel</li> <li>• Utilize accessibility options in Excel using the Check Accessibility tool and how to add alternative text</li> </ul>	<p><b>OneNote Level 100</b></p> <ul style="list-style-type: none"> <li>• Discover OneNote versions and the differences between them</li> <li>• Understand how to navigate OneNote and organize content across notebooks, sections, and pages</li> <li>• Understand how to create a notebook and format notes</li> <li>• Use OneNote to organize meeting notes</li> <li>• Set up OneNote for team collaboration</li> </ul>
<p><b>Outlook Level 100</b></p> <ul style="list-style-type: none"> <li>• Navigate the Outlook interface and view available options</li> <li>• Customize your experience</li> <li>• Learn to manage your mail, calendar, tasks, and contacts</li> <li>• Use rich formatting options to express ideas</li> <li>• Attach content to messages and events</li> <li>• Learn tips and tricks for more precise searches</li> </ul>	<p><b>Outlook Level 200</b></p> <ul style="list-style-type: none"> <li>• Understand Rule creation and management</li> <li>• Understand Delegation features</li> <li>• Set up Signatures and Business Card</li> <li>• Learn how to use Delayed Delivery and Mail Recall functions</li> <li>• Utilize Shared/Sharing and Imported Calendars</li> </ul>	<p><b>PowerPoint Level 100</b></p> <ul style="list-style-type: none"> <li>• Navigate the PowerPoint interface and view available options</li> <li>• Learn to design presentations using tools</li> <li>• Bring slides to life with transitions and animations</li> <li>• Learn to collaborate with others during the editing process</li> <li>• Utilize helpful tools for presenting</li> </ul>
<p><b>PowerPoint Level 200</b></p> <ul style="list-style-type: none"> <li>• Understand and practice using Themes available in PowerPoint</li> <li>• Using the Design Ideas menu to use alternate slide formats automatically generated</li> <li>• Using Animation effects including Entrance, Emphasis, Exit and Motion Paths</li> <li>• Best practices include transitions and animations, WordArt, SmartArt, tables and charts, links and videos</li> </ul>	<p><b>Word Level 100</b></p> <ul style="list-style-type: none"> <li>• Navigate the Word interface and view available options</li> <li>• Use rich formatting and layout options to express ideas in writing</li> <li>• Understand how to jump-start documents with modern templates, themes, and style sets</li> <li>• Use editing tools to review your document and get intelligent suggestions</li> </ul>	<p><b>Word Level 200</b></p> <ul style="list-style-type: none"> <li>• Review where to find relevant features with the Ribbon</li> <li>• Learn how Compare and Merge can save time</li> <li>• Organize your work by creating a Table of Contents</li> <li>• Learn to quickly translate your work in sections or the entire document.</li> <li>• Convert documents into emails with Mail Merge, while preserving Formatting Options</li> </ul>