



EXCEL BASICS

Training Hours

MSO-1001 Microsoft Excel - Getting Started with Excel	1.3
MSO-1002 Microsoft Excel - Entering Text and Values	1.5
MSO-1003 Microsoft Excel - Formatting Data	1.8
MSO-1004 Microsoft Excel - Formulas and Functions	1.7
MSO-1005 Microsoft Excel - Working with Dates and Times	1.3

INTERMEDIATE EXCEL

MSO-2001 Working with Data Tables	1.6
MSO-2002 Displaying Data in Charts	1.4
MSO-2003 Printing a Worksheet	1.5
MSO-2004 Managing Worksheets	1.5
MSO-2005 Managing Workbooks	1.0
MSO-2006 Securing Worksheets and Workbooks	1.1

ADVANCED EXCEL

MSO-3001 Using VLOOKUP and HLOOKUP	1.5
MSO-3002 Using XLOOKUP	1.4
MSO-3003 Using Pivot Tables	1.6

WORD BASICS

MSO-1011 Getting Started with Word	1.0
MSO-1012 Creating a Document	1.5
MSO-1013 Font Formatting	1.5
MSO-1014 Paragraph Formatting	1.0
MSO-1015 Checking the Spelling and Grammar	1.0

INTERMEDIATE WORD

MSO-2010 Indenting Text	0.9
MSO-2011 Applying Styles and Themes	1.1
MSO-2012 Working with Tables	1.7
MSO-2013 Working with Images	1.5
MSO-2014 Using Document Layout Options	1.5
MSO-2015 Using Find and Replace	1.2
MSO-2016 Managing Documents	1.2

BASIC MICROSOFT OUTLOOK

MSO-1006 Getting Started with Outlook	0.9
MSO-1007 Sending Email	1.2
MSO-1008 Receiving Email	1.2
MSO-1009 Changing the Screen Layout	1.1
MSO-1010 Using the Outlook Calendar	1.9

INTERMEDIATE MICROSOFT OUTLOOK

MSO-2007 Creating and Managing Contacts	1.1
MSO-2008 Using the Task List	1.1
MSO-2009 Printing from Outlook	1.0

POWER POINT BASICS

MSO-1016 Getting Started with PowerPoint	1.0
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Total estimate training hours: 45.6