**Syllabus**

1. Microsoft Word
   1. Introduction to Microsoft Word
      1. Creating a Microsoft Word Document
      2. The Ribbon
      3. The File Tab
      4. The Quick Access Toolbar
      5. Formatting Microsoft Word Documents
      6. Editing Documents
      7. Finalizing Microsoft Word Documents
      8. Introduction to Microsoft Word Exam
   2. Intermediate Microsoft Word
      1. Advanced Formatting
      2. Working with Tables
      3. Working with Images
      4. Page Layout
      5. Working with Illustrations
      6. Viewing Your Document(s)
      7. Intermediate Microsoft Word Exam
   3. Advanced Microsoft Word
      1. Working with Long Documents
      2. Reviewing and Collaborating on Documents
      3. Comparing and Combining Documents
      4. Managing Mailings
      5. Protecting Documents
      6. Random Useful Items
      7. Advanced Microsoft Word Exam
   4. Microsoft Word Final Exam
2. Microsoft Excel
   1. Introduction to Microsoft Excel
      1. Creating a Microsoft Excel Workbook
      2. The Ribbon
      3. The Backstage View (The File Menu)
      4. Entering Data in Microsoft Excel Worksheets
      5. Formatting Microsoft Excel Worksheets
      6. Using Formulas in Microsoft Excel
      7. Working with Rows and Columns
      8. Editing Worksheets
      9. Finalizing Microsoft Excel Worksheets
      10. Introduction to Microsoft Excel Exam
   2. Intermediate Microsoft Excel
      1. Advanced Formulas
      2. Working with Lists
      3. Working with Illustrations
      4. Visualizing Your Data
      5. Working with Tables
      6. Advanced Formatting
      7. Intermediate Microsoft Excel Exam
   3. Advanced Microsoft Excel
      1. Using Pivot Tables
      2. Auditing Worksheets
      3. Data Tools
      4. Working with Others
      5. Recording and Using Macros
      6. Random Useful Items
      7. Advanced Microsoft Excel Exam
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3. Microsoft PowerPoint
   1. Introduction to Microsoft PowerPoint
      1. Creating a PowerPoint Presentation
      2. The Ribbon
      3. The Quick Access Toolbar
      4. The Backstage View (The File Menu)
      5. Formatting Microsoft PowerPoint Presentations
      6. Working with Images
      7. Working with Tables and Charts
      8. Finalizing Microsoft PowerPoint Presentations
      9. Introduction to Microsoft PowerPoint Final Exam
   2. Advanced Microsoft PowerPoint
      1. Customizing Presentations
      2. Presentation Masters
      3. Working with Special Effects
      4. Using SmartArt
      5. Multimedia
      6. Setting Up the Slide Show
      7. Outlines and Slides
      8. Managing Multiple Presentations
      9. Sharing and Securing a Presentation
      10. Advanced Microsoft PowerPoint Final Exam
   3. Microsoft PowerPoint Final Exam
4. Microsoft Outlook
   1. Introduction to Microsoft Outlook
      1. The Outlook Interface
      2. Performing Popular Tasks in Outlook
      3. Working with Messages
      4. Working with the Calendar
      5. Organizing Contacts
      6. Introduction to Microsoft Outlook Exam
   2. Advanced Microsoft Outlook
      1. Working with Tasks and Notes
      2. Using Signature and Themes
      3. Managing Your Inbox
      4. Working with Multiple Email Accounts
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