

## WORD

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### TOOLBAR

- How to navigate the “Ribbon”

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### SHORTCUTS

- Beyond Ctrl+C and Ctrl+V

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### GENERAL USE

- Getting to know Office 2013
- How to Open/Create documents from other file locations (U: drive/SharePoint Online)
- Design elements
- Inserting pictures and data
- Mail Merge
  - How to personalize parent letters without typing each parents/child’s name ☺
- Margins
- Print Preview
  - How to ensure things will print the way you hope

## EXCEL

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### GENERAL USE

- Setting up structure for reporting
- Create simple graphs with data obtained
- Using Excel for conducting surveys in a classroom setting
  - Using formulas to convert survey results into useable data
- Setting up Excel as a database for Mail Merge within Word

## POWERPOINT

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## GENERAL USE

- Using themed design within slides
- Using the right slide design for the job
- Inserting audio/video/web links into PowerPoint
- How to package your presentation for others to view from their computer
  - Not as easy as one thinks if you are using sound/video for your presentation 😊

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## OUTLOOK

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### TOOLBAR

- How to navigate the “Ribbon”

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## SHORTCUTS

- Beyond Ctrl+C and Ctrl+V

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## GENERAL USE

- Email
  - Email etiquette
  - Using Reply/Reply All/Forward correctly
  - To/CC/Bcc Options
- Calendar Use
  - Meeting versus Appointment
  - Accept/Tentative/Decline options
  - Reminder settings
- Outlook as a reservation tool
  - Room Reservations
    - Computer Labs
    - Conference Rooms
  - Asset Reservations
    - Mobile Labs
    - Computer Labs