



SkillMaster Computer Training

Web: www.computer-training.com.au

Tel: 0416 204658 or 0416 241658

rustran@gmail.com

Introduction to Microsoft Office & Multitasking

- Introduction to Microsoft Office & Multitasking
- Pin Programs To Task Bar
- Multitasking with several applications
- How to Customize Microsoft Office
- Recover Lost Work in Office
- The Quick Access Toolbar
- Autocorrect
- Working on a project using Microsoft Office
- Scenario
 - 1) Microsoft Word task
 - 2) Microsoft Excel task
 - 3) Paint task
 - 4) Microsoft Publisher task
 - 6) Microsoft PowerPoint task
 - 7) Microsoft Word task
 - 8) Microsoft Outlook task

