Program Name	MS Office Suite
Level	I
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	MS Office Suite is designed to provide you with an introduction to the fundamentals of working in Outlook, Word, Excel and PowerPoint. You will also learn how to navigate Microsoft OneDrive as well as how to use OneNote and Microsoft Sway.

Learning Outcomes:
- Identify the elements of the standard toolbar and ribbon tools
- Create using templates, editing tools, copy and paste options
- Create spreadsheets simple formulas, functions and conditional formatting
- Format templates
- Apply date, accounting, numbers, currency, and percentages
- Print documents
- Navigate between single sheet, portion of sheet, all sheets, fit to page, page break preview, and lock headings at top of printouts on multiple sheets
- Set up, navigate, send and receive messages
- Insert tables, graphics, and images to emails in Outlook emails
- Identify strategies for organizing email
- Manage multiple calendars
- Navigate, edit text and format documents
- Perform mail merge with MS Excel
- Set up, navigate, and store files in Windows Explorer and OneDrive
- Organize content using OneNote

Standard Topics:
- Optimizing MS Outlook
- Optimizing MS Word
- Optimizing MS Excel
- Optimizing PowerPoint
- Navigating Microsoft OneDrive
- Navigating OneNote
- Navigating Microsoft Sway