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Microsoft word training for beginners

Learn all the basics of Microsoft Excel and begin creating amazing templates and tables in just a few hours!! What you'll learn: Basic controls – Opening Excel, Navigation, Scrolling ZoomingA Quick Glimpse of the Power of Excel – Full Table Design, fill handle, Autosums, Basic Formula's, Formatting, Wordart, Status BarThe Quick Access Toolbar – Productivity Tool, Keyboard ShortcutsCell and Sheet Control – Cell Inputting, Table Navigation, Formatting Cells, Copying and Pasting, Fonts, Row and Column Manipulation, Sheets, Screen Tiling "If" function – Logic Functions, "If" Formula, "And" Formula, "Or" FormulaCharts and Graphs – Line Graphs, Scatter Plots, Column Charts, Pie Graphs, Trend LinesImages and shapes – Inserting Images, Print Screen, Grouping, Cropping, Brightness, Contrast, Colouring, Resizing, Rotation, FramesCleaning and Preparing a Table for Presentation – Spellchecker, Search and Replace, Text Cleaning, Pasting Types, Sort and Filter, Freeze Panes, Custom Borders, Cell MergingHow to Print like an Artist – Page Views, Setting Print Area, Paper Size, Orientation, Print Margins, Scaling, Headers and Footers, PDF Print, PrintingLife Management Tools – Custom designed spreadsheets to assist in planning holidays, Finances and Dinner! WHAT'S YOUR STORY? Are you a business professional needingto up-skill?Are you struggling to geta pay-rise and/or promotion?Are you a recent graduate with an empty looking resume and no job experience?Have you recently been laid off, fired or had a contract end?If you answered 'yes' to any of the above then having "ExpertMicrosoft Office Skills" will get you closer to your goal of either landing your first job, a new job or progressing further in your current role. Here's why. The job market has never been more volatile. Statistically, people are changing jobs more often now than they ever have before and that also means people are also losing jobs to newcomers who are far more skilled. So if you're not up-skilling, you're falling behind. It's scary I know. I've experienced this myself. A study released by Microsoft and the IDC showed that among 14.6 million job postings, proficiency in Microsoft Office was ranked 2ndas the most desired skills by employers leading up to 2020. Microsoft Office proficiency ranked higher than Project Management skills, Sales Experience, Time Management, Analytical Skills, Interpersonal Skills and Work Ethics. This is because we live in the digital age, meaning employers are looking for proficient data handlerswho process data faster, aremore data-organisedand cancommunicate effectively viadigital channels. Theseare skills everyone should have no matter the discipline because they are transferable skills. It makes you more adaptable and more valuable in the long-term.This brings us back to Microsoft Office. It is the oldest, most well-known, most affordable and most trusted data management tool available and hence everyone uses it. So to be noticed and taken seriously in your job or job application, proficiency in these programs is compulsory. ONLINE TRAINING AND THE MOST COMMON PROBLEMS One of the most common problems with online learning content is that there is so much of it now and it's difficult to know where to start or who to turn to. Many go the YouTube route and piece together videos from hundreds of tutorials from hundreds of tutors hoping to become an expert at the end of it all. This simply won't happen and will just waste your time. Many take the route you're about to take, they decide to enrollin an online training course. Many charge hundreds, sometimes thousands of dollars for their courses which is simply unaffordable foruniversity students, recent graduates, the unemployed or those looking for a career change. That is the reason why I have decided to keep this course as low as possible even though I'm offering substantiallymore content than most ofmy competitors here on Udemy. COURSE DELIVERY STYLE I have been using Microsoft Office for over 20 years. I know the in's and out's and the simplest ways of doing things. My delivery philosophy is simple, if I can't get a 6 year old to follow along and understand, than I'm not teaching correctly. I hate complicated language and so do you. Nobody likes trainers who focus on impressing rather than teaching and giving value to students. That is also why my lecture videos are as short as can be and divided into small sections for easy consumption. So you won't get unnecessary chit chat or nonsense. I also assume that all my students are near-sighted and as such, I use a special software tool that allows me to draw on the screen to show exactly what I'm about to press as well as zoom in on small area's so you don't miss a thing. WHAT YOU'LL LEARN IN THIS COURSE In this course I'll take you from knowing nothing about Microsoft Excel to being able to use formatting options, the quick access toolbar, table navigation, row and column control, IFfunctions, line graphs and charts, image control and artistic effects, text editing features, printing setup and much more! ABOUT ME Member of the Udemy CouncilCo-Founded Paperclip Learning which teaches Microsoft OfficeOver 60,000 studentsOver 130,000 enrollmentsOver 5,000 Positive ReviewsOver 20 courses on UdemyTeaching is my passion and my creative outlet. I have been using the Microsoft Office package since I was a child and have been using it consistently throughout my life. My teaching experiences span from teaching primary school students, high school students, university graduates and business professionals. Professionally, I am trained in Aerospace Engineering, Database Design and Business Analytics. TESTIMONIALS Yu Hui Jun Yu -The courses are simply amazing and I can learn them rapidly. The hints presented were also very useful. I like the 'mini-lesson' format. Fast and efficient. The instructor's direction is very detailed and easy to understand. I can immediately start using this program. Thanks! Narayanan Krishnamoorthy -Perfect and to the point...the instructor doesn't waste time and gets to the point quickly!! Lala Darchinova -I've been looking for this kind of course for ages! And finally I find it. Short, comprehensive and absolutely interesting! Thank you for the work you are doing. Spencer Berkman -Extremely knowledgeable and clear on instructions. E Frank -Simple to learn techniques and instructor made it all really easy. Thank you! Parth Gandhi -I learned techniques in a very short time...no need to google and waste time finding the perfect approach When you sign up for a running race, you're really signing up to train. Because before you make it to the finish line Instagram and beer, you have to spend weeks, or sometimes months, logging miles. No matter how long the race is, training can end up feeling like a beast compared to the actual day.If you're in the midst of training right now, or thinking about running a race, there are a few strategies you should keep in mind. For starters, you definitely need a training plan to be optimally prepared for whatever distance you plan to run, says Natalie Johnson, a NASM-certified trainer and running coach. Once you have a plan, then you just have to follow it — but even that can be challenging.We asked runners in the R29 community who have trained for and run a race to share their tips for successful training. Whether you're committed to running a marathon or have your sights set on a 5K fun run, this advice will help guide you through any training plan. 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