

Terminology and Skills

2. MS Word & Power Point
3. Excel



05/03/2024

Useful Slides

1. Introduction to Excel, Word and PowerPoint: <https://www.gfmer.ch/informatics/Presentations/postgrad2005/presentation.pdf>
2. Learning the Basics of Microsoft Word 2010 for Microsoft Windows: https://open.umich.edu/sites/default/files/downloads/hibbsword_slideshow.ppt
3. Introduction to Microsoft Excel: https://www2.kimep.kz/bcb/teachers/~vlasov/BCA/excel/Introduction_Excel.ppt

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Useful Youtube Videos

1. Microsoft Word Tutorial - Beginners Level 1: <https://www.youtube.com/watch?v=HC13MBEGINc>
2. Microsoft PowerPoint Tutorial - Beginners Level 1: <https://www.youtube.com/watch?v=HC13MBEGINc>

Microsoft Office Tutorials Guide

Bowker Editorial Staff



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Microsoft FrontPage 2000 Step by Step Courseware Expert Skills Class Pack

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