

## Level 1 Office Essentials

### Getting started with programs

---

#### Common screen elements

This section covers items like:

Understanding common screen elements and similarities between Word, Excel and PowerPoint applications

#### Starting and closing applications

This section covers items like:

Being able to open Microsoft Office applications such as Word, Excel and PowerPoint

Being able to close Microsoft Office applications such as Word, Excel and PowerPoint

#### Using the Quick Access Toolbar

This section covers items like:

Being able to use the Quick Access Toolbar

Being able to Customise the Quick Access toolbar

Being able to move the Quick Access Toolbar

#### Using the Ribbon

This section covers items like:

Being able to access commands using the ribbon

Being able to show or hide the ribbon

#### Getting help

This section covers items like:

Being able to access the Help documentation

Being able to search using a keyword

Being able to use the Help toolbar

Being able to use the Help table of contents