Office Package

- OBJECTIVES
- TARGET GROUP
- TRAINING METHOD
- COURSE BREAKDOWN
- COURSE DURATION
- FEE STRUCTURE
- HOW TO APPLY

OFFICE PACKAGE

OBJECTIVES

- Provide a basic understanding of Microsoft Office package
- Learn how to use Word, Excel, PowerPoint

TARGET GROUP

- Fresh +2 Students waiting for results can enroll to develop and sharpen their computer skills
- Students currently studying class XI can also apply to join this package

TRAINING METHOD

- Self-study materials
- Assignments
- For each module, a minimum of 90% will be covered in the lab and remaining portion will be shared in the class.

COURSE BREAKDOWN

Module-I Microsoft word: (13 hours)

Part I Introductory
- Introduction to Word: Elements of Word Window, Creating and Saving Document
- Viewing and Navigating

Part II Formatting Fundamentals
- Margins and Page Breaks
- Characters, Fonts and Symbols
- Formatting Paragraphs
- Tabs, Tables, Math and Sorting
- Headers, Footers, Page Numbers and Footnotes
- Formatting Document with Section Break
- Using Paragraph Styles and Auto Format

Part III Graphics in Word
- Introduction to Graphic in Word
- Using the Text Boxes to frame, Position and Anchor Text
- Inserting Word Art, Clip Art and Charts

Part IV Productivity Tools
- Templates, Wizards and Sample Documents
- Auto Text, Auto Correct, and Insert
- Author's Tools-Setting Language, Spell Checker, Thesaurus, Word Counts

- Finding and Replacing
- Document- Organizing with Normal, Page Layout & Outline View

Part V Power Tools
- Using Charts and Graphs
- Concept of OLE: Linking and embedding
- Creating and Using Macros
- Personalizing Word

Part VI Printing Document
- Setting up Document for Printing-Page Setup
- Previewing and Printing

Part VII Using Mail Merge

Module- II Microsoft Excel   (12 hours.)

Part I Introductory
- Introduction to Excel: Excel Environment, Elements of Excel window
- Managing Workbooks, Worksheets and Windows
- Working inside Worksheet

Part II Basic Skills
- Using Formulas and Functions
- Formatting/Conditional Formatting Data and Worksheet
- Using Paste Special

Part III Tapping Excel's Power
- Essential Worksheet function
- Using template
- Protecting the File Worksheet with Passwords

Part III Graphics and Chart
- Working with Graphical Objects- Clip Art, Word Art, Map
- Charting Basics
- Creating Custom Charts
- Constructing Complex Chart Using Advanced Techniques

Part V   Introductory
- Getting More Power from Worksheet Databases
- Accessing External Databases

Part VI Cell Referencing
- Cell Referencing Excel: Relative, Absolute and Mixed.

Part VIII Pivot Tables
- Understanding Pivot Tables
- Constructing and Analyzing Pivot Tables

Part IX Printing Worksheet
- Setting up the Worksheet
- Printing Worksheets

Module-III Microsoft Power Point: (5 hours)

Part I   Introductory
- Introduction to Power Point: Creating and Saving Presentation
- Entering, Editing, and Enhancing Text
- Editing in different views-Outline View, Slide Sorter View

Part II   Graphics in Presentation
- Creating Graphs
- Editing and Enhancing Graphs
- Adding Clip Arts in slide
- Editing Arts
- Animating charts and Art Objects

Part III   Adding Sound
- Adding Sound- WAV and MID file
- Choosing Sound Effects-Transitional, from Other Sources
- Adding Sounds to Animations and Sound Objects
- Recording Sound and Narration

Part IV   Finishing Slides
- Slide Show
- Rehearsing Slide Display Timing
- Rehearsing Slide Display Timing
- Slide Notes and Comments

Part V   Furnishing Presentation
- Editing Text Color, Creating Custom Color
- Background and Schemes

Part VI   Printing Slides and Handouts
- Choosing Page Setup for Presentations
- Adding Header and Footers and Numbering Slides
- Printing the presentation

DISCLAIMER
Please note that Deerwalk Institute of Technology reserves the right to change the course syllabus of DWIT Training – OFFICE PACKAGE course at any time without prior notification.

COURSE DURATION

- 3 Weeks (30 hours)

FEE STRUCTURE

- NPR 3000 (Must be paid at the time of enrollment)

HOW TO APPLY

- Please email your resume with application letter to trainee@dwit.edu.np or visit at DWIT premises.
- Selected candidates must pass the placement test and an interview.