

# MS OFFICE

## MS WORD

### CHAPTER 1 (BEGINNER LEVEL)

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1. HOME TAB (TEXT EDITING, THEME COLORS, FIND AND REPLACE)
  2. INSERT TAB (INSERTING PICTURES, SHAPES, LINKS, SYMBOLS...ETC.)
  3. DESIGN TAB (THEMES, PAGE EDITING, WATER MARKS)

### CHAPTER 2 (INTERMEDIATE LEVEL)

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1. LAYOUT TAB (PAGE SETUP FOR PRINTING)
  2. REVIEW TAB (MISTAKES CORRECTIONS, CHANGES)
  3. VIEW TAB

### CHAPTER 3 (ADVANCED LEVEL)

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1. REFERENCES TAB
  2. MAILING TAB

### CHAPTER 4 (ADDITIONAL)

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3. DRAW TAB
  4. PRINTING SETUP
  5. PROPERTIES
  6. VERSIONS DIFFERENCES

# MS OFFICE

## MS EXCEL

### CHAPTER 1 (BEGINNER LEVEL)

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1. HOME TAB (TEXT EDITING, MERGING CELLS, CONDITIONAL FORMATTING, AUTO SUM)
  2. MARK-LIST (SUM, AVERAGE, MAX, MIN, COUNT)
  3. SALARY SLIP (BASIC PAY, DA, TA, GROSS SALARY, PF, ESI, NET SALARY)

### CHAPTER 2 (INTERMEDIATE LEVEL)

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4. VLOOKUP BASIC AND HLOOKUP BASIC
  5. PIVOT TABLES AND CHARTS
  6. DEFINED NAMES AND FORMULA AUDITING
  7. BASIC DATA VALIDATIONS
  8. REVIEW TAB (MISTAKES CORRECTIONS, CHANGES)
  9. VIEW TAB (FREEZING ROWS, VIEWS, CUSTOM VIEWS)

# MS OFFICE

## MS POWERPOINT

### CHAPTER 1 (BEGINNER LEVEL)

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1. SLIDE EDITING
  2. CREATING, ADDING, COPYING, DELETING THE SLIDES
  3. DESIGNING
  4. SLIDE SHOW

### CHAPTER 2 (INTERMEDIATE)

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1. TRANSITION
  2. ANIMATION
  3. LINKS
  4. ACTION BUTTONS
  5. PHOTO ALBUM