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|  |  | Usage of Spell check, and Find & Replace. |  |  |
|  |  | Text Formatting. |  |  |
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|  |  | Creation of documents, using templates. |  |  |
|  |  | Creation templates |  |  |
|  |  | Mail Merge Concepts |  |  |
|  |  | Copying Text & Pictures from Excel |  |  |
| MS EXCEL | | | | |
|  |  | Cell Editing |  |  |
|  |  | Usage of Formulae and Built-in Functions |  |  |
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|  |  | Worksheet Preparation |  |  |
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| HTML | | | | |
|  |  | Simple web page |  |  |
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