

SAAZ SKILLS INSTITUTE

Course Outline

MS office management

Duration: 03 Months

Typing Master

1st Week

1-Installation. (getting start with typing master)
2-key drills (Practice typing individual keys and key combinations)
3-word drills (Type words & phrases to improve accuracy and speed)
4-Sentence drills (Practice typing sentences and paragraphs)
5- Exercise # 01 – 04
6- Windows
7-User Accounts &Disk Partitions
8-Games (Typing Master)
9-Exercise # 05-08
10-Email
11-Google chrome Downloading & Installation
12-BundiCam Downloading & Installation
13- Exercise #08-12

MS Word

2nd Week

1- Installation

2-File Tab

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Exit

3-Home Tab

Clipboard
Fonts
Paragraphs

	Writing styles Editing	
3rd Week	1-Insert Tab Pages Tables Illustration Links Header & Footer Text Symbols	
4th Week	2-Page Layout Tab Themes Page setup Page Background Paragraphs Arrange	
5th Week	3-Urdu Typing Pak Urdu Installer 4-Refrence Tab Tables of content Footnotes Citation & Bibliography Caption Index Tables of Authorities 5-Mailing Tab Create Mails Start Mail Merge Write & Insert Fields Preview Results Finish	

MS Power Point

6th Week

1-Introduction to MS Power Point.

2-File Tab

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Exit

3-Home Tab

Clipboard
Fonts
Paragraphs
Writing styles
Editing

7th Week

1-Insert Tab

Pages
Tables
Illustration
Links
Header & Footer
Text
Symbols

2-Design Tab

Page Setup
Themes
Backgrounds

1-Transition Tab

Preview
Transitions to this slide
Timing of slides

2-Animation Tab

Review
Animation
Advanced Animations
Timing

8th Week

1-Slide show

Start Slide Show

Set up

Monitor

2-Review

Proofing

Language

Comments

Compare

1-View

Presentation view

Master View

Show

Direction

Zoom

Color/ Grayscale

Windows

Macros

In page:

File Tab

Edit Tab

View Tab

Format

Insert

Symbol

Utilities

Languages

Windows

Help

MS Excel

9th Week

1- Introduction

2-File Tab

Save

Save As

Open

Close

	Info Recent New Print Save & Send Exit	
	3-Home Tab Clipboard Fonts Alignment	
10th Week	1-Insert Tab Tables Illustrations Charts Links Text 2-Page Layout Tab Themes Page setup Scale to Fit Sheet options Arrange	
11th Week	1-Formulas Function Library Defined Names Formulas Auditing Calculations 2-Data Get External Data Connections Sort & Filter Data Tools Outline	

12th Week

1-Review Tab

Proofing
Comments
Changes

2- View Tab

Workbook views
Show / Hide
Zoom
Window
Macros

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