Welcome to Jagtech Global Services

Jagtech Training Microsoft Suite Course Outline

MICROSOFT WORD COURSE OUTLINE

Introduction to Microsoft Word
- ✓ Overview of Word Processing
- ✓ Microsoft Word Interface

Basic Document Editing
- ✓ Creating and Saving Documents
- ✓ Text Formatting and Styling
- ✓ Copying, Cutting, and Pasting

Document Formatting
- ✓ Page Layout and Margins
- ✓ Headers and Footers
- ✓ Page Numbers

Working with Styles
- ✓ Applying and Modifying Styles
- ✓ Creating and Customizing Styles

Tables and Graphics
- ✓ Inserting and Formatting Tables
- ✓ Adding and Editing Images
- ✓ SmartArt and Charts

Mail Merge
- ✓ Creating Mail Merge Documents
- ✓ Using Data Sources for Mail Merge

Advanced Features
- ✓ Macros and Automation
- ✓ Customizing Word Options
- ✓ Advanced Formatting Techniques

Troubleshooting and Tips
- ✓ Common Issues and Solutions

Final Project and Assessment
- ✓ Participants work on a comprehensive project to apply their Microsoft word knowledge

MICROSOFT POWERPOINT COURSE OUTLINE

Introduction to PowerPoint
- ✓ Overview of Presentation Software
- ✓ Microsoft PowerPoint Interface

Creating and Editing Slides
- ✓ Adding Slides and Layouts
- ✓ Text and Content Editing
- ✓ Formatting Slide Elements

Design and Themes
- ✓ Choosing and Customizing Themes
- ✓ Slide Master and Layouts

Inserting Multimedia
- ✓ Adding Images and Graphics
- ✓ Incorporating Audio and Video

Animation and Transitions
- ✓ Applying Slide Transitions
- ✓ Animation Effects for Objects

Slide Show Delivery
- ✓ Rehearsing Timings
- ✓ Presenter View

Collaboration and Sharing
- ✓ Sharing and Collaborating on Presentations
- ✓ Version History and Comments

Advanced Features
- ✓ Customizing Slide Shows
- ✓ Macros and Automation

Troubleshooting and Tips
- ✓ Common Issues and Solutions
- ✓ Time-Saving Tips and Tricks

Final Project and Assessment
- ✓ Participants work on a comprehensive project to apply their PowerPoint knowledge

MICROSOFT EXCEL COURSE OUTLINE

The outline is divided into different modules, each focusing on specific aspects of Excel:

MODULE 1: INTRODUCTION TO EXCEL
1.1 Overview of Excel
- ✓ Understanding the Excel interface
- ✓ Navigating workbooks and worksheets

1.2 Data Entry and Formatting
- ✓ Entering data into cells
- ✓ Formatting text, numbers, and dates
- ✓ Using cell styles and themes

1.3 Basic Formulas and Functions
- ✓ Sum, Average, Min, Max
- ✓ Understanding cell references (relative vs. absolute)

MODULE 2: WORKING WITH WORKSHEETS
2.1 Managing Rows and Columns
- ✓ Inserting and deleting rows and columns
- ✓ Adjusting column width and row height

2.2 Sorting and Filtering Data
- ✓ Sorting data alphabetically or numerically
- ✓ Applying basic filters to data

2.3 Data Validation
- ✓ Setting up dropdown lists for data entry
- ✓ Ensuring data accuracy and consistency

MODULE 3: ADVANCED FORMULAS AND FUNCTIONS
3.1 Logical Functions
- ✓ IF functions for decision-making

3.2 Text Functions
- ✓ CONCATENATE, LEFT, RIGHT, MID

MODULE 4: DATA ANALYSIS AND VISUALIZATION
4.1 Creating Charts and Graphs
- ✓ Bar charts, pie charts, line graphs
- ✓ Customizing chart elements

4.3 Conditional Formatting
- ✓ Highlighting cells based on certain conditions

Module 5: Data Import and Export
5.1 Importing Data
- ✓ Importing data from external sources (CSV, Text files)

5.2 Exporting Data
- ✓ Saving Excel files in different formats
- ✓ Preparing data for sharing and collaboration

Module 6: Final Project and Review
6.1 Applying Excel Skills to a Real-world Project
- ✓ Participants work on a comprehensive project to apply their Excel knowledge