***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