

MS-Office Course Contents:

MICROSOFT-WORD Syllabus

- Menu Bars & Toolbars
- Page Setup
- Standard & Format Tool Bar
- Drawing Tools, Auto-format
- Inserting Objects & Pictures
- Newspaper style Columns
- Borders & Shading
- Headers & Footers
- Inserting Symbols
- Bullet & Numbering
- Thesaurus, Word Count
- Auto Text Entry
- Auto Correct, Tables Sorting, Mail Merge

MICROSOFT -EXCEL Syllabus

- Electronic Spreadsheet Concept
- Formatting Fonts Numbers, Auto-Format
- Relative & Absolute Reference Date & Currency Formatting Formula
- charts & Graphs 2D/3D Graphs, Pie, Line Cone Formatting Charts Data Values
- Sub Total Reports Auto Filters
- Password Protecting Worksheets Linking Multiple Sheets

MICROSOFT-POWERPOINT Syllabus

Electronic Slide

- Presentation Slide
- Formatting

Theme & Slide Layout

- SmartArt, Charts&
- Graphics Adding
- Animation Effects

Giving Effects & Transitions to

- Slides Creating Professional
- Slide Presentations
- Setting up a Slide Show & Giving Timings
- Adding Music to Presentations
- Compiling Videos of Presentations

Sharing & Saving Different Formats of Presentations

Advance -Excel Syllabus

Section 1

- Introduction of MS-Excel
- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (Absolute / Relative / Sheet Reference)
- Linking between Excel Files and Data
- Chart Preparation in Excel with Details Features

Section 2

- Tabs and Menus of Excel, Office Button / File Menu
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Cond. Formatting and many More Options
- Insert Page Elements and Page Setup with Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Advance Security Option from Review and View Tabs

Section 3

- Advanced Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- Goal Seek and Scenario Features in Excel Industry Work.
- PIVOT Table and Data Analysis using options of Pivot Table
- More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- V-Lookup and H-Lookup Functions and Its use in Industry.

Section 4

- 25 Industry Level Projects for Individual options in Excel.
- MIS Reporting Analysis Options.
- Advanced Reporting using Developer tab Options.
- Detailed Work to Handle Large Data with Data Operations like Advanced Filter.

