## A1 Training Institute



## **Ms-Office Course Contents:**

Word, Excel & PowerPoint

Fees: 11,990 Special 'Limited' Offer Rs. 7,990√

### **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

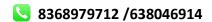
Auto Correct, Tables

**Auto Text Entry** 

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





# A1 Training Institute



### 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

Linking Word, Excel & Powerpoint



Ms-Office Fees: 11,990 🖔 Early Bird 🌱 Offer: Rs. 7990

**Durations: 2 Months** 

Advance Excel Syllabus >> >> >> >> >> scroll below

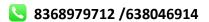
Course Title: Advance Excel Fees: 9,550 Rs. 6,990

Certified Advance Excel Course Contents:

Section 1

Introduction of MS-Excel





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## A1 Training Institute



- 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)
- Goad 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.