

## 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 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



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



- 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.