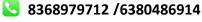


#### **MS-Office Course Contents:**

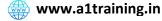
### **MICROSOFT-WORD Syllabus**

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

### **MICROSOFT -EXCEL Syllabus**



M a1training167@gmail.com



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- 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

y Coding)

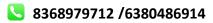
### MICROSOFT-POWERPOINT Syllabus

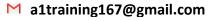
#### **Electronic Slide**

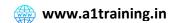
- Presentation Slide
- Formatting

### Theme & Slide Layout

- SmartArt, Charts&
- Graphics Adding
- Animation Effects







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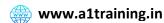
#### **Giving Effects & Transitions to**

- 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



- 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



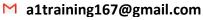


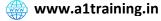
#### **Section 2**

- 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)
- •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.





