



There are many varieties of courses provided by Skillora, and the key feature is that all courses are certified.



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SKILLORAEDU EXPERT PVT. LTD.

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NEVER STOP LEARNING.

EDUCATION IS THE KEY TO SUCCESS

Each course is focused on particular elements of the learning experience, helping you to develop specific skills you need for your career.

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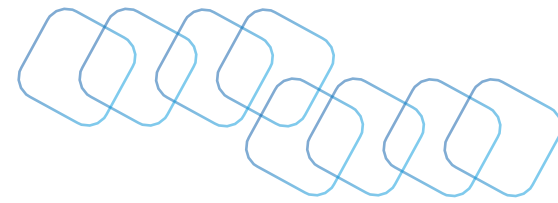
WHY CHOOSE SKILLORA?

- Placement Assurance
- Highly Skillfull Trainers
- Advanced Training Modules
- Internship Assistance

ABOUT _____ OUR COURSES

- *Online Course*
- *Certification*
- *Expert Tutors*
- *Recorded Lectures*
- *Q & A Sessions*
- *One to One Interaction*

EXCEL, WORD, POWERPOINT



Get beyond the basics and supercharge your current skill level in Excel, Word and Powerpoint.

Business around the world continue to rely on Microsoft Office as their go-to for word processing, presentations, high-level consolidation, reporting of financial information and so on. Taking an online Microsoft Office course is a great way to create more efficient workflows, land a higher- paying job and to improve your overall digital literacy.

MS OFFICE COURSE PLAN

Microsoft Word

New Microsoft Word features
How to create, edit, save and collaborate on documents
Formatting texts and paragraphs
Working with tables, columns and other formatting features
Creating graphics, WordArt, charts and text flow
Developing Microsoft Word document templates
Advanced features including mail merge, macros, document versioning and proofing tools.
Saving and opening a workbook
Managing worksheets, Formatting cells
Review and Printing, Charts, Sorting data, Find and Replace option, Styles
Controlling page appearance
Indexing and table of contents
Page setup options
Sectioning, Graphics, Other Word options

Microsoft Excel

Creating workbooks
Saving Workbooks
Page Setup and print options
Working with rows, columns and cells
Moving data
Formulas and functions
Working with sheets
Formatting Worksheets
Charts
Working with names
Sorting and filtering
Outlining and subtotaling
Working with views
Linking files
Advanced Formula creation
Pivot tables
Additional Excel features
Shortcuts

Microsoft Power Point

Course Introduction
Overview
Text and Bullet editing options
Adding graphics
Working with objects
Editing pictures
Working with Smart Art
Working with tables
Working with charts
Unlocking the power of masters
Adding media
Working with transitions
Animation
Hyperlinks and Action buttons
Slide show options
Preparing a presentation
Exploring the backstage area

