1. **Microsoft Word**
   1. **Creating Document**
      1. Using Wizard
      2. Template
   2. **Working With Text**
      1. Copy And Paste
      2. Find And Replace
      3. Repeat And Unso Action
      4. Symbols
      5. Formating Character
   3. **Formating Paragraph**
      1. Working With Graphics And Chart
      2. Managing And Viewing Graphics
      3. Shapes And Drawing Objects
      4. Borders, Shading And Graphic Fill
      5. Picture And Clipart
      6. Chats And Diagram
   4. **Formating Document**
      1. Merging And Page Setup
      2. Page And Line Number
      3. Table, List And Column
      4. Table Of Content, Index
      5. Foodnote And Endnote
      6. Style And Reusing Formating
2. **Microsoft Powerpoint**
   1. **Creating Presentation**