

MS Office Topics

MS Word

- Basic Formatting (Font, Paragraph, Bullets)
- Page Layout (Margins, Header/Footer)
- Tables and Images Insertion
- Mail Merge
- Table of Contents & Macros

MS Excel

- Basic Formulas (SUM, COUNT, AVERAGE)
- Conditional Formatting
- Pivot Tables & Charts
- VLOOKUP, HLOOKUP, IF Functions
- Macros & Data Analysis

MS PowerPoint

- Slide Layouts & Templates
- Transitions & Animations
- Charts, SmartArt, and Tables
- Creating Video Presentations

MS Outlook

- Email Drafting & Formatting
- Organizing Folders & Rules
- Calendar Scheduling
- Tasks and Notes

MS Access

- Database Creation & Tables
- Queries & Reports
- Forms Design
- Database Relationships

MS Teams

- Creating Teams & Channels
- Chat and Video Conferencing
- File Sharing & Integration
- Workflow Automation