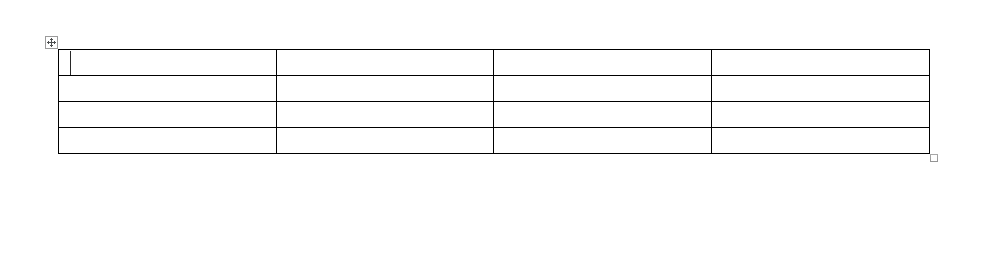
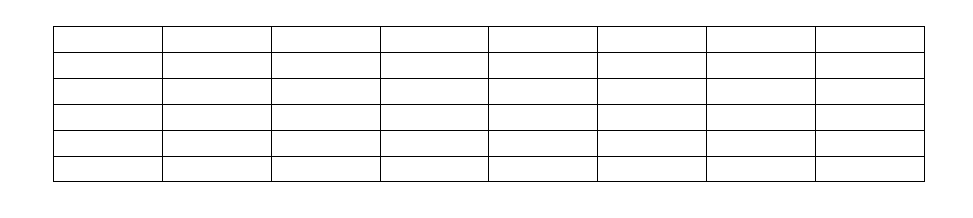
Ms word

1. Table Operations

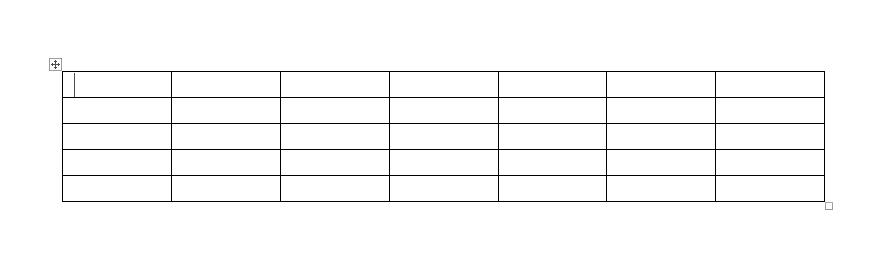
1.1 Creating a Table



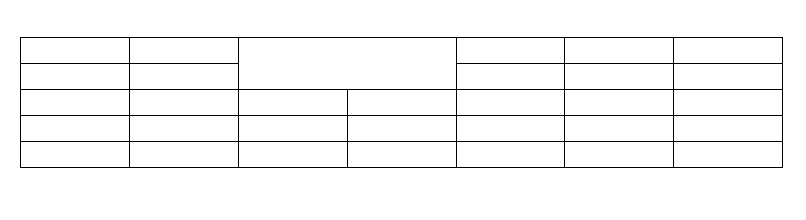
1.2 Inserting Rows and Columns in a Table



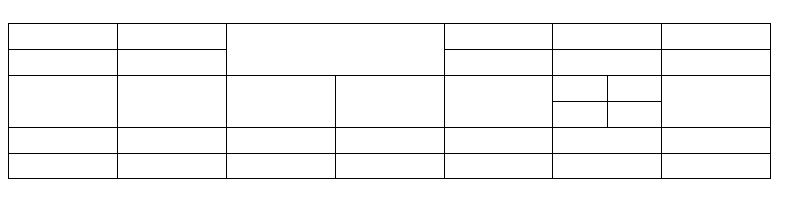
1.3 Deleting Rows and Columns of a Table



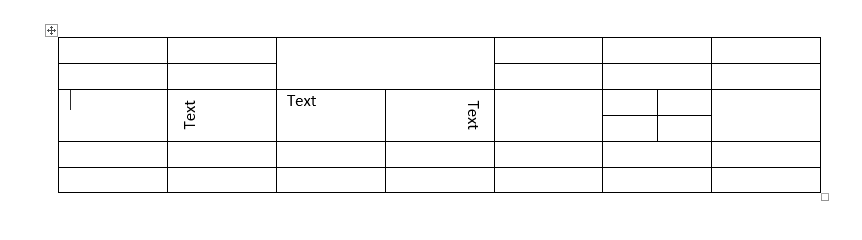
1.4 Merging Cells



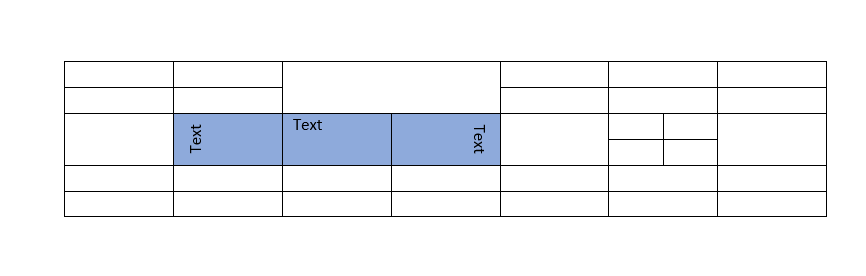
1.5 Splitting Cells



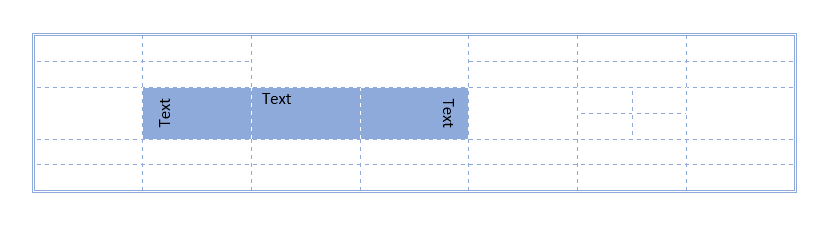
1.5 Changing Direction of Text in a Cell



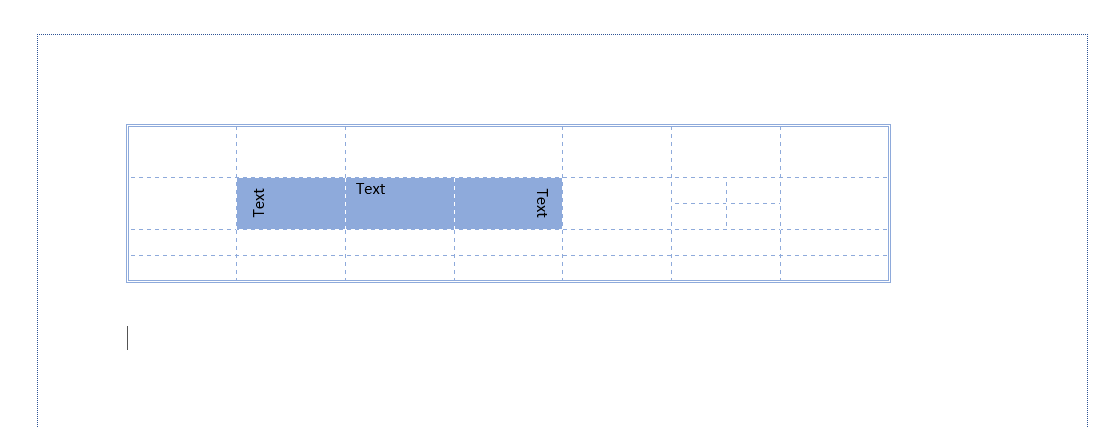
1.6 Apply Shading to Cells, Rows, and Columns



1.7 Apply Borders to Cells, Rows, and Columns



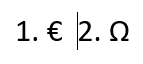
2. Apply Borders to a Page



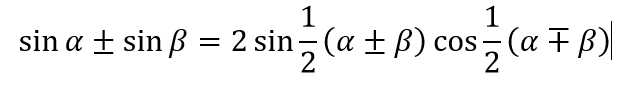
3. Apply Header, Footer and Page Numbers



4. Inserting Symbols



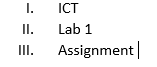
5. Inserting Equations



6. Insert Image



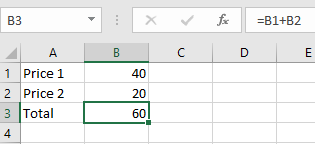
7. Inserting Bullets and Numbering



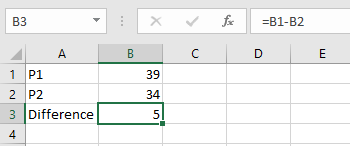
Excel

9. Create Formula

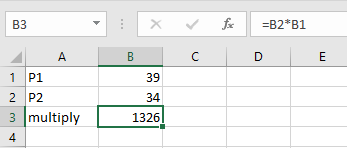
Addition



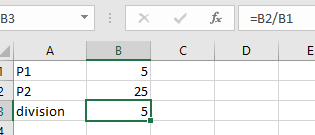
Subtraction



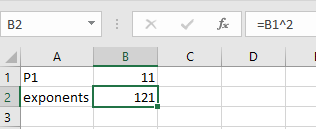
Multiplication



Division

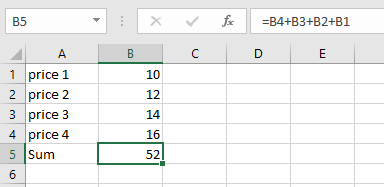


Exponents

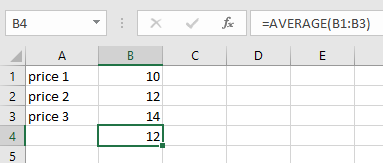


10.1 Creating a Function

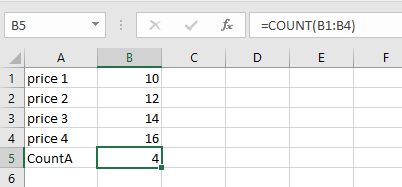
Sum



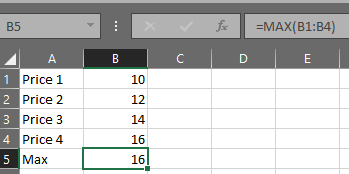
Average



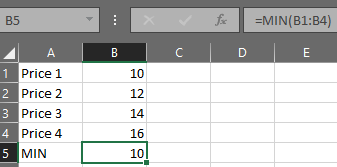
Count



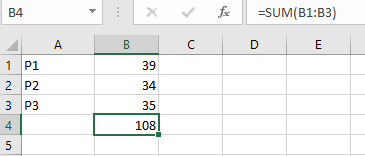
Max



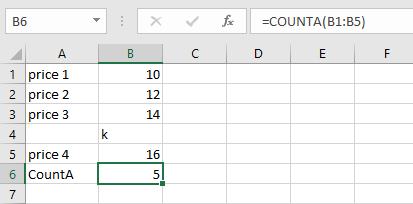
Min



10.1 Creating a Function using the AutoSum Option

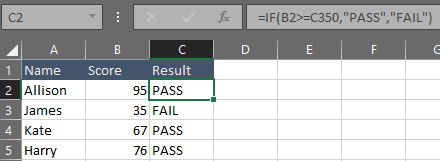


10.2 Inserting a Function from the Function Library

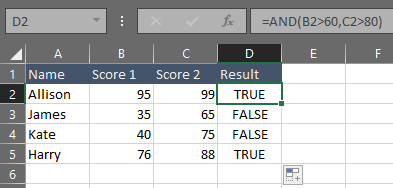


11. Logical Functions

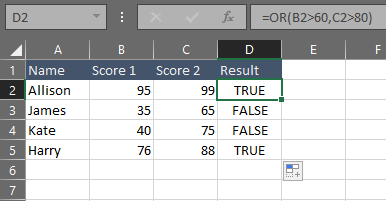
11.1 IF



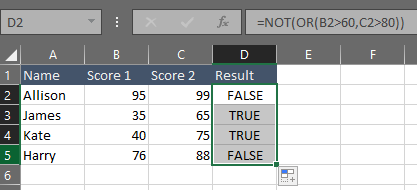
11.2 AND



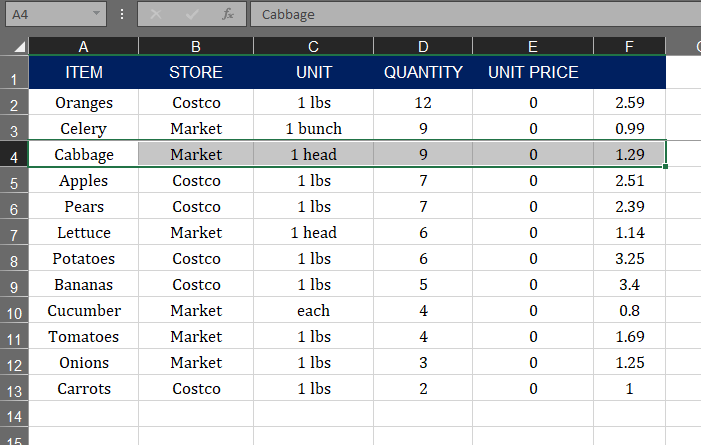
11.3 OR

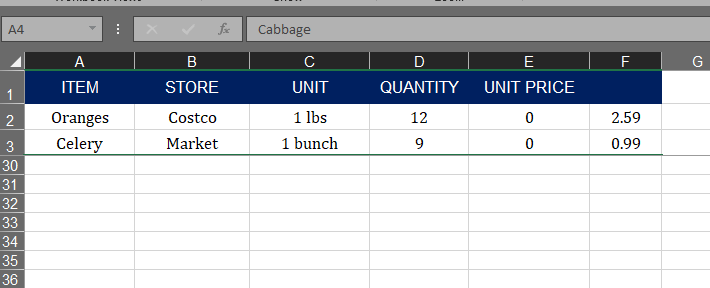


11.4 NOT

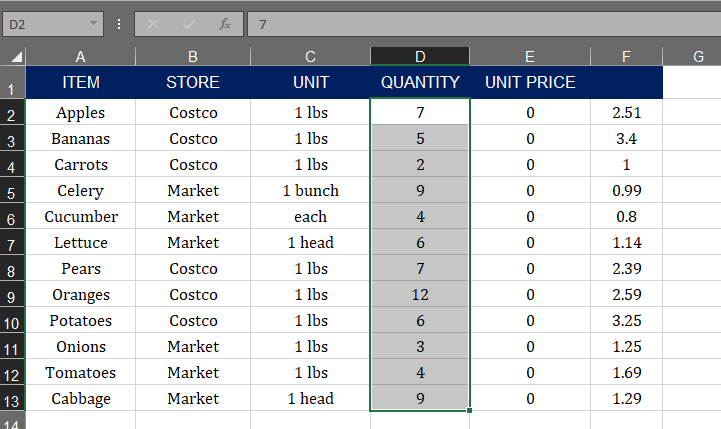


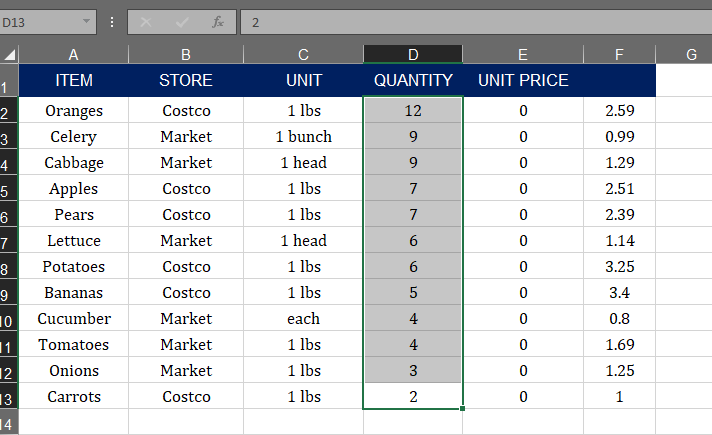
12. Freeze Rows





13. Sorting a Range





14. Charts in Excel

