

Microsoft Office

SYLLABUS

DURATION - 30 Days
SESSION - 1.5 Hrs/Day

1. Microsoft WORD

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

2. Microsoft EXCEL

- Introduction
- Home ribbon
- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions
- Formulas
- Vlookup
- Pivot Tables
- Text to column
- Modifying worksheets with colour & auto formats
- Graphically representing data: Charts & Graphs
- Speeding data entry: Using Data Forms
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets Securing & Protecting spreadsheets
- Custom and Conditional Formats
- Page Layout



3. Microsoft POWER POINT

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation.