

MS-OFFICE

MS Word

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What is Ms Word

Microsoft office button

Quick Access Toolbar

Title Bar Ribbon and Tabs

Ruler

Text Basics

Insert Text

Delete Text

Select Text

Copy and Paste Text

Save the Document

Proofing Features

Correct Errors

Check Word Count

Formatting Text

Format Font Size

Format Font Style

Format Font Color

Change Text Case

Format Text Alignment

Insert a Text Box

Bold, Italic and Underline

Formatting Paragraph

Create First Line Indent

Apply a Style

Customize a Style

Create a New Style

Modify Page Layout

Change Page Orientation

Change Page Size

Change Page Margins

Insert Break

Insert Header Footer

Working with Tables

To Insert Table

Convert Text to Table

Add Row in Table

Add Column in Table

Delete Column/Row

Modify Table

Split Text to Column

Inserting Illustrations

Insert Smart Art

Add Text in Smart Art

Insert Picture

Insert Clip Art

Format Picture

Working with Lists

Create Lists

Use Symbols as Bullets

Using WordArt

Insert WordArt

Format WordArt

Shortcut Keys

Word Shortcut Keys

MS Excel

open link

Workbook Window

Create & Open Workbooks

MS Excel Online

Excel vs Google Sheets

Office Button

Ribbon and Tabs

Features of Tabs

Quick Access Tool

barMini Toolbar

Title, Help, Zoom, View

Excel Worksheet

Worksheet, Row, Column

Moving on Worksheet

Enter DataSelect Data

Delete Data

Move Data

Copy Paste Data

Spell Check

Insert Symbols

Excel Calculation

Addition

Sigma Addition

Subtraction

Calculate Average

Sigma Average

Excel Fill Handle

Fill Handle

Fill Handle with Text

Text with Numbers

Fill Handle with Dates

Excel Formula

Create Formula

Fill Handle in Formula

Relative Referencing

Absolute Referencing

Instruction for Typing

Quick Excel Functions

Excel IF

If Function

If with Calculations

Excel COUNTIF

Advanced If

Excel Advanced

Excel Macros

Excel sumif

Excel vlookup

What is Pivot Table

Excel ISNA

Find & Remove Duplicates

Create drop-down List

Shortcut Keys

Excel Shortcut Keys