MS-OFFICE SOFTWARE TRAINING

Methodology

The programme consists of a mix of lectures, presentations demonstrations & hands-on practice.

Duration & Timing

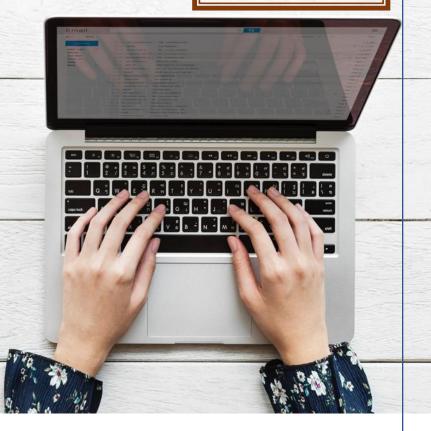
Part Time: 1Month

(Monday-Friday, 1 hr/

per day)

Mode of Training:

Online





The contents of this course will be helpful in use of MS- Office Package like MS-Word, MS-Excel and MS-PowerPoint. To be able to create documents for printing and sharing and manage and store data in a spreadsheet.

COURSE CONTENT

WEEK-I

- 1. Introduction to MS-Word
- 2. Multilevel Bullet List, Find and Replace
- 3. Apply Header and Footer
- 4. Hyperlink, Mail Merge
- 5. Weekly Test

WEEK-II

- 6. Introduction to MS-Excel
- 7. Conditional Formatting
- 8. Filter and Sort
- 9. Pivot Tables
- 10. Weekly Test

WEEK-III

- 11. Apply Themes, Print Titles
- 12. Basic, Text and Date Formulas
- 13. VLookup, Hlookup
- 14. Remove Duplicates
- 15. Weekly Test

WEEK-IV

- 16. Introduction to MS-PowerPoint
- 17. Insert Audio and Video
- 18. Apply Themes
- 19. Custom Animation
- 20. Weekly Test