

MS OFFICE Training Curriculum

Basic MSWord

1. Creating a basic document
2. Editing a Document
3. Formatting Text
4. Formatting Paragraphs
5. Adding Tables
6. Inserting Graphic Objects
7. Controlling Page Appearance
8. Proofing a Document

Advanced MS Word

1. Managing Lists
2. Customizing Tables and Charts
3. Creating customized Formats with Styles and Themes
4. Modifying Pictures
5. Inserting Content using Quick Parts
6. Using Template to Automate Document Creation
7. Mail Merge
8. Macro for task Automation
9. Adding Reference Marks and Notes
10. Report Generation
11. Collaborating on Documents

Basic Excel

1. Creating a Basic Worksheet
2. Performing Calculations
3. Modifying a worksheet
4. Formatting a worksheet
5. Printing Workbook Contents
6. Managing Large Workbooks

Advanced Excel

1. Streamlining Workflow
2. Collaborating with Other Users
3. Auditing Worksheets
4. Analyze Data
5. Working with Multiple Workbooks
6. Importing and Exporting Data

VBA

1. Developing Macros
2. Formatting Worksheets
3. Creating an interactive worksheet
4. Working with multiple workbooks
5. Creating a User defined Function

Power Point

1. Getting Started with Power Point
2. Creating a Presentation
3. Formatting Text on Slides
4. Adding Graphical Objects to a Presentation
5. Modifying Objects
6. Adding Tables to a Presentation
7. Inserting Charts in a Presentation
8. Preparing to Deliver a Presentation
9. Customizing a Design Template
10. Adding Diagrams to a Presentation
11. Adding special effects to a Presentation
12. Customizing a slide show presentation
13. Collaborating on a Presentation
14. Securing and Distributing a Presentation

MS Access

1. Exploring the Microsoft Access
2. Designing a Database
3. Building a Database
4. Managing Data in a Table
5. Querying a Database
6. Designing Forms
7. Generating Reports
8. Controlling Data Entry
9. Joining Tables
10. Creating Flexible Queries
11. Customizing Reports