

MS Office 2013 Syllabus

Total Duration: 24 Hrs

Course on MS Word 2013

Course Duration: 8 Hrs

Course Curriculum:

BASICS OF A DOCUMENT

- Starting a New Document 2013
- Home Tab
 - Cut, Copy , Paste , Format Painter
 - Find and Replace
 - Formatting Text
 - Fill colour
- Applying Styles
- Using pictures
- Using Smart Art

EDITING/FORMATTING THE DOCUMENT

- Using Text Box
- My App and store
- Header and Footer
- Adding Signatures
- Objects
 - Grouping Multiple Objects
 - Wrapping the Text
- Setting up the Page
 - Page Size
 - Columns
 - Page Breakup
 - Indent spacing
 - Hyphenation

VIEWING/FINALIZING THE DOCUMENT

- Reference
- Citation and Bibliography
- Mail Merge

- Reviewing the Document
- Comments
- Viewing the Document

PRINTING/CLOSING THE DOCUMENT

- Printing the Document
- Saving the Document
- Closing the Document

Course on MS Excel 2013

Course Duration: 8 Hrs

Course Curriculum:

BASICS OF CREATING A NEW WORKBOOK

- Introduction To MS Office
- Entering Data in the cell
- Inserting Rows and Column
- Insert and Delete Worksheet
- Number Format

EDITING/FORMATting A WORKBOOK

- Insert Tab
 - Tables
 - Pictures
 - Slicer
 - Hyperlink
 - Header and Footer
- Charts
 - Column chart – 2D and 3D
 - Bar Chart
 - Pie Chart
 - Scatter Chart
 - Combo Chart
 - Line Chart
- Data Tab
- Sort and Filter

- Flash Files 2013
- Data Validation
- Remove Duplication
- Page Layout

FUNCTIONS

- Formulas
- Review
 - Spelling , Research, Thesaurus
 - Comment
- View Options
- Freeze Panes

PRINTING/ SAVING A WORKBOOK

- Saving the Workbook
- Recovering an unsaved workbook
- Closing the Workbook

Course on MS PowerPoint 2013

Course Duration: 8 Hrs

Course Curriculum:

CREATE A BASIC PRESENTATION

- Introduction about PowerPoint 2013
- The Quick Access Toolbar
- Opening an Existing Presentation
- Slides
- Formatting the text

EDITING

- Insert
 - Tables
 - Text
- Adding Rows and Columns
- Designing the Table
- Using pictures to the slide

- Using Smart Art and Word Art
- Hyperlinks
- Actions
- Adding Videos and Audios

FORMATTING/DESIGNING

- Formatting
- Designing the presentation
- Adding Transition Effect
- Removing Transition from the slide
- Slide show
- Animations in the power Point 2013

SETTING UP/SAVING THE PRESENTATIONS

- Show Slides
 - Advance Slides
 - Multiple Monitor
- Review
- View
 - Master View
 - Handout Master
 - Notes Master
- Saving the Presentations
- Sharing the Presentation
- Printing the Presentation
- Close the Presentation