

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





ABOUT COURSE

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**