

Ms. word → Creating, editing, saving and printing text documents → Font and paragraph formatting → Simple character formatting → Inserting tables, smart art, page breaks → Using lists and styles → Working with images → Using Spelling and Grammar check → Understanding document properties → Mail Merge

Ms. Excel → Spreadsheet basics → Creating, editing, saving and printing spreadsheets → Working with functions & formulas → Modifying worksheets with color & autoformats → Graphically representing data : Charts & Graphs → Speeding data entry : Using Data Forms → Analyzing data : Data Menu, Subtotal, Filtering Data → Formatting worksheets → Securing & Protecting spreadsheets

Ms. Power Point → Opening, viewing, creating, and printing slides → Applying auto layouts → Adding custom animation → Using slide transitions → Graphically representing data : Charts & Graphs → Creating Professional Slide for Presentation.

Internet → Understanding how to search/Google → bookmarking and Going to a specific website → Copy and paste Internet content into your word file and emails → Understanding social media platforms such as Facebook & Many more → learn with best practices