MS Office

Basics of MS Excel	
1	Launching Excel, Excel Window layout, workbooks, sheets, columns & rows, cell address, formula & status Bar, Working with cells: Editing data, Cut/Copy and Paste, Find and Replace, AutoFill, Navigating around the worksheet, Data range & selection
2	Data entry & operation: Addition, Subtraction, Multiplication & Division
3	Cell Formatting: Number, Alignment, Font, Border, Patterns, Protection
4	Column & row operations: insert column, rows and sheets; delete column, rows & sheets; Column & row width and height; Merging cells, Hide & unhide
5	Working with Formulae and Functions: Entering a Formula, Auto functions and formula – SUM(), COUNT(), AVERAGE(), MAX(), MIN(), SUMIF(), COUNTIF(),Concatenate,Logical Test, And , OR, IF, Nested IF, Auditing Tools, Text Functions, Date Functions, Name Range, Flash Fill, Vlookup, Hlook up, Pivot Table, Macros, Data Validation.
6	Day & Time functions
7	Renaming sheets, Copy, Pasting an excel sheet in Word document
8	Using Charts: Creating, Chart formatting basics
9	Sorting, Auto Filter
10	Working with Files: Saving and Retrieving

Basics of MS Word	
1	Creating a basic document: Starting and exiting Word, Word Window Interface (Title Bar, Tool Bars, Status Bar, Dialog Boxes etc.), Saving and Closing a Document (save dialog box, filenames, extensions), Open Dialog Box, Cursor Movement, Online Help
2	Using the menu, Toolbars, keystrokes, Basic formatting and editing: Selecting, Cut-copy paste, using the Clipboard, undoing actions, paragraph formatting, line spacing etc.
3	Tools and Printing: Spell check, printing documents, printing envelopes

4	Advanced formatting and editing: selecting fonts, page settings, sectioning, page numbering, find and replace, bulleting and numbering
5	Insert Pages, Signature, Object, Word Art, Textbox, Comments, Hyperlink, Bookmark, Cross Reference, Pictures, Shapes, SmartArt, Footnotes, headers and footers, references, pictures (clip art), objects, line diagrams, text boxes, files, equation, Symbol
6	Insert Watermark, Page border, Page Colour,
7	Table of Contents, figures, Track Changes, Thesaurus, word Count, Spelling and Grammar
8	All commands of View Tab
9	Tables: Creating, Formatting, positioning, converting to text and vice versa
10	Mail Merge, Macros

Basics of MS PowerPoint	
1	Launching Power Point, Window panes in Power Point, slide layout principles, creating a slide, adding simple bulleted text and objects to a slide , editing slides, addition and deletion of slides
2	Slide Views, Using automatic slide layout, slide master, design templates, colour schemes
3	Inserting charts, clip art
4	Setting up a slide show and transitions
5	Animation effects
6	Attaching Notes to Slides and Printing slides
7	Making presentations – basics
8	Presentation equipment – handling projector, screen, etc.