

## MS Office

Duration - 2 Months



### MS Word

- ✧ Introduction to Microsoft Word
- ✧ Working with Documents and the Keyboard
- ✧ Navigating Through a Word Document
- ✧ Basic Text Editing
- ✧ Text Formatting
- ✧ Paragraph Formatting
- ✧ More Ways to Format Text and Paragraphs
- ✧ Style Formatting
- ✧ Proofing, Printing, and Publishing
- ✧ Comparing, Merging, and Protecting Documents
- ✧ Customizing and Expanding Word
- ✧ Page Formatting
- ✧ Templates
- ✧ Working With Graphics and Pictures

- ✧ Tables
- ✧ Desktop Publishing
- ✧ Long Documents
- ✧ Technical Documents
- ✧ Mail Merge

### MS Excel

- ✧ Exploring Excel
  - Finding and using commands
  - Moving around a worksheet
  - Navigating the workbook
- ✧ Basic Workbook Skills
  - Creating a workbook
  - Selecting cells and ranges
  - Opening, closing and saving workbooks
  - Entering data into cells
  - Entering values into ranges
- ✧ Creating Simple Formulas
  - Writing formulas in cells
  - Using the Formula Bar
  - AutoSum and other basic functions
  - The Paste Function tool
  - Automatic calculation
- ✧ Copying and Moving Data
  - Copying and cutting data
  - Absolute cell references
  - Filling cells

- Using drag-and-drop
- Undo and Redo
- Find and Replace

### ✧ **Managing Worksheets**

- Naming worksheets
- Copying and moving worksheets
- Grouping worksheets
- Moving data between sheets
- Adding and deleting worksheets
- Creating 3-D formulas

### ✧ **Printing**

- Choosing what to print
- Previewing and printing
- Page Setup
- Margins and page orientation
- Headers and footers
- Repeating column/row headings
- Page Break Preview
- Printing gridlines

### ✧ **Formatting Data and Cells**

- Formatting numbers
- Formatting text
- Colouring data and cells
- Wrapping and shrinking text
- Merging cells
- Using indents
- Applying borders to cells
- The Format Painter
- Conditional formatting

### ✧ **Working with Columns and Rows**

- Selecting columns and rows
- Changing column width and row height
- Hiding and unhiding
- Inserting and deleting

### ✧ **Using Large Spreadsheets**

- Changing the magnification
- Full Screen view
- Splitting the window
- Using Freeze Panes

### ✧ **Named Ranges**

- Naming a range of cells
- Jumping to a named range
- Using range names in formulas
- Re-defining and deleting range names

### ✧ **Working with Data Series**

- Creating a linear series
- Working with Date series
- Using Autofill

## **MS Power Point**

### ✧ **Introduction to Microsoft Word**

### ✧ **The Basics of Creating Presentations**

### ✧ **Applying Themes and Layouts to Slides**

### ✧ **Working with Objects**

### ✧ **Entering, Editing, and Formatting Text**

### ✧ **Working in Outline View**

### ✧ **Proofing Presentations**

### ✧ **Inserting Pictures, Graphics, Shapes, and Other Things**

- ✧ Inserting Tables into Presentations
- ✧ Charts and Smart Art
- ✧ Adding Sound and Video
- ✧ Adding Transitions and Animation
- ✧ Master Slides
- ✧ Printing and Running Slide Shows
- ✧ Saving, Sharing, and Exporting Presentations
- ✧ Advanced Mail Features
- ✧ Address Books and Contacts
- ✧ Using the Calendar
- ✧ Reminders
- ✧ Social Media and Outlook
- ✧ Sharing

### **MS Outlook**

- ✧ Introduction to Microsoft Outlook
- ✧ Navigating Outlook
- ✧ Sending and Receiving Messages
- ✧ Formatting Messages
- ✧ Adding Tables and Other Elements to Messages
- ✧ Inserting Graphics and Images into Emails
- ✧ Working with Messages
- ✧ Organizing Mail