

MS OFFICE FULL COURSE

Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

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| Entry Requirement | : Beginners of MS Office |
| Course Duration | : 60hrs. |
| Mode of Training | : Face to face Instructor Training |
| Materials | : Assignments will be provided after each Topic |

Course Content

MS WINDOWS, COMPUTER BASICS

Computer Basic, Creating Folder, Paint Directories, input units, Output unit Central Processing Units, What is hard ware, what is Soft ware Windows short cut keys

MS WORD

Module 1: Text Basics

Typing the text, Alignment of text
Editing Text: Cut, Copy, Paste, Select All, Clear
Find & Replace

Module 2: Text Formatting and saving file

New, Open, Close, Save, Save As
Formatting Text: Font Size, Font Style
Font Color, Use the Bold, Italic, and Underline
Change the Text Case
Line spacing, Paragraph spacing
Shading text and paragraph
Working with Tabs and Indents

Module 3: Working with Objects

Shapes, Clipart and Picture, Word Art, Smart Art
Columns and Orderings - To Add Columns to a Document
Change the Order of Objects
Page Number, Date & Time
Inserting Text boxes
Inserting Word art
Inserting symbols
Inserting Chart

Module 4: Header & Footers

Inserting custom Header and Footer
Inserting objects in the header and footer
Add section break to a document

Module 5: Working with bullets and numbered lists

Multilevel numbering and Bulleting
Creating List
Customizing List style
Page bordering
Page background

Module 6: Tables

Working with Tables, Table Formatting
Table Styles
Alignment option
Merge and split option

Module 7: Styles and Content

Using Build- in Styles, Modifying Styles
Creating Styles, Creating a list style
Table of contents and references
Adding internal references
Adding a Footnote
Adding Endnote

Module 8: Merging Documents

Typing new address list
Importing address list from Excel file
Write and insert field
Merging with outlook contact
Preview Result
Merging to envelopes
Merging to label
Setting rules for merges
Finish & Merge options

Module 9: Sharing and Maintaining Document

Changing Word Options
Changing the Proofing Tools
Managing Templates
Restricting Document Access
Using Protected View
Working with Templates
Managing Templates
Understanding building blocks

Module 10: Proofing the document

Check Spelling As You Type.
Mark Grammar Errors As You Type.
Setting AutoCorrect Options

Module 11: Printing

Page Setup, Setting margins
Print Preview, Print

Creating Calculated fields

MS EXCEL

Module 12: Introduction to Excel

Introduction to Excel interface
 Understanding rows and columns, Naming
 Cells Working with excel workbook and
 sheets

Module 13: Formatting excel work book:

New, Open, Close, Save, Save As
 Formatting Text: Font Size, Font Style
 Font Color, Use the Bold, Italic, and
 Underline Wrap text, Merge and Centre
 Currency, Accounting and other
 formats Modifying Columns, Rows &
 Cells

**Module 14: Perform Calculations
 with Functions**

Creating Simple Formulas
 Setting up your own
 formula
 Date and Time Functions, Financial
 Functions Logical Functions, Lookup and
 Reference Functions Mathematical
 Functions Statistical Functions, Text
 Functions.

Module 15: Sort and Filter Data with Excel

Sort and filtering data
 Using number filter, Text
 filter Custom filtering
 Removing filters from columns
 Conditional formatting

**Module 16: Create Effective Charts
 to Present Data Visually**

Inserting Column, Pie chart etc. Create an
 effective chart with Chart Tool Design,
 Format, and Layout options Adding chart
 title
 Changing
 layouts Chart
 styles
 Editing chart data range
 Editing data series
 Changing chart

**Module 17: Analyze Data Using
 PivotTables and Pivot Charts**

Understand PivotTables, Create a PivotTable
 Framework Using the PivotTable and PivotChart
 Create Pivot Chart from pivot Table.
 Inserting slicer

**Module 18: Protecting and Sharing
 the work book**

Protecting a workbook with a password
 Allow user to edit ranges
 Track changes
 Working with Comments
 Insert Excel Objects and Charts in Word
 Document and Power point Presentation.

**Module 19: Use Macros to Automate
 Tasks**

Creating and Recording Macros
 Assigning Macros to the work sheets
 Saving Macro enabled workbook

Module 20: Proofing and Printing

Page setup, Setting print area, Print
 titles Inserting custom Header and
 Footer Inserting objects in the header
 and footer

Page Setup, Setting margins, Print
 Preview, Print Enable back ground error
 checking

Setting AutoCorrect Options

MS POWERPOINT

Module 21: Setting Up PowerPoint Environment:

New, Open, Close, Save, Save As Typing the text, Alignment of text Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Cut, Copy, Paste, Select All, Clear text Find & Replace Working with Tabs and Indents

Module 22: Creating slides and applying themes

Inserting new slide Changing layout of slides Duplicating slides Copying and pasting slide Applying themes to the slide layout Changing theme color Slide background Formatting slide background Using slide views

Module 23: Working with bullets and numbering

Multilevel numbering and Bulleting Creating List Page bordering Page background Aligning text Text directions Columns option

Module 24: Working with Objects

Shapes, Clipart and Picture, Word Art, Smart Art Change the Order of Objects Inserting slide header and footer Inserting Text boxes Inserting shapes, using quick styles Inserting Word art Inserting symbols Inserting Chart

Module 25: Hyperlinks and Action Buttons

Inserting Hyperlinks and Action Buttons Edit Hyperlinks and Action Button Word Art and Shapes

Module 26: Working With Movies and Sounds

Inserting Movie From a Computer File
Inserting Audio file
Audio Video playback and format options
Video options, Adjust options
Reshaping and bordering Video

Module 27: Using SmartArt and Tables

Working with Tables, Table Formatting
Table Styles
Alignment option
Merge and split option
Converting text to smart art

Module 28: Animation and Slide Transition

Default Animation, Custom Animation
Modify a Default or Custom Animation
Reorder Animation Using Transitions
Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Module 29: Using slide Master

Using slide master
Inserting layout option
Creating custom layout
Inserting place holders
Formatting place holders

Module 30: Slide show option

Start slide show
Start show from the current slide
Rehearse timing
Creating custom slide show

Module 31: Proofing and Printing

Check Spelling As You Type
Setting AutoCorrect Options
Save as video
Save as JPEG files
Save as PowerPoint Show file
Print Preview, Print

INTERNET & E-MAIL

What is Internet?, Receiving Incoming Messages
Sending Outgoing Messages, Email addressing
Email attachments, Browsing, Search engines
Text chatting, Job Searching
Downloading video and Music
Uploading Video or Music, Voice chatting,
Webcam Chatting etc.
Introduction to Blogging, Facebook

