



MS OFFICE FULL COURSE



Course Overview

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

Entry Requirement	: Beginners of MS Office
Course Duration	: 30hrs.
Mode of Training	: Face to face Instructor led Training
Materials	: Course books will be provided to each participant

Course Content

MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hardware, what is Software
- 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

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
- ✓ Creating Calculated fields

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

Module 28: Converting text to smart art 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

