



MS OFFICE

LEVEL - 1

DURATION: 60 HOURS

MS OFFICE – LEVEL 1

DURATION: 60 HOURS

COURSE CONTENT

MS WORD

20 HOURS

MODULE 1: CREATE A DOCUMENT

- ✓ Create a blank document
- ✓ Create a blank document using a template
- ✓ Open a PDF in Word for editing
- ✓ Insert text from a file or external source
- ✓ Ribbons

MODULE 2: TEXT BASICS

- ✓ Typing the text, Alignment of text
- ✓ Editing Text: Cut, Copy, Paste, Select All, Clear
- ✓ Find & Replace
- ✓ Insert hyperlinks
- ✓ Create bookmarks
- ✓ Move to a specific location or object in a document

MODULE 3: 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

MODULE 4: WORKING WITH OBJECTS

- ✓ Shapes, Clipart and Picture, Word Art, Smart Art
- ✓ Inserting shapes
- ✓ Inserting Text boxes
- ✓ Inserting images
- ✓ Inserting clip art
- ✓ Move to a specific location or object in a document

MODULE 5: WORKING WITH BULLETS AND NUMBERED LISTS

- ✓ Adding bullets and numbering
- ✓ Increase or decrease list levels
- ✓ Restart or continue list numbering

-
- ✓ Page bordering
 - ✓ Page background
-

MODULE 6: HEADER & FOOTERS

- ✓ Inserting custom Header and Footer
 - ✓ Inserting objects in the header and footer
-

MODULE 7: CREATE A TABLE

- ✓ Convert text to tables
 - ✓ Convert tables to text
 - ✓ Create a table by specifying rows and columns
 - ✓ Apply table styles
-

MODULE 8: INSERT AND FORMAT SMARTART GRAPHICS

- ✓ Create a SmartArt graphic
 - ✓ Format a SmartArt graphic
 - ✓ Modify SmartArt graphic content
-

MODULE 9: PRINTING

- ✓ Page Setup, Setting margins, Print Preview, Print

MS EXCEL

20 HOURS

MODULE 1: INTRODUCTION TO EXCEL

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

MODULE 2: 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 3: PERFORM CALCULATIONS WITH FUNCTIONS

- ✓ Creating Simple Formulas
- ✓ Setting up your own formula
- ✓ Sum, Average, Count, CountA
- ✓ Min, Max functions

MODULE 4: CREATE AN EXCEL TABLE FROM A CELL RANGE

- ✓ Convert a table to a cell range
- ✓ Add or remove table rows and columns
- ✓ Apply styles to tables
- ✓ Configure table style options
- ✓ Insert total rows

MODULE 5: CREATE EFFECTIVE CHARTS TO PRESENT DATA VISUALLY

- ✓ Inserting Column, Pie chart etc.
- ✓ Create an effective chart with Chart Tool
- ✓ Adding chart title, Changing layouts
- ✓ Chart styles, Editing chart data range
- ✓ Changing chart

MODULE 6: INSERT AND FORMAT OBJECTS

- ✓ Insert text boxes and shapes
- ✓ Insert images
- ✓ Modify object properties
- ✓ Add alternative text to objects for accessibility

MODULE 7: 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

MS POWERPOINT

20 HOURS

MODULE 1: 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

MODULE 2: 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 3: SLIDE TRANSITION AND ANIMATIONS

- ✓ Apply Transition effects
- ✓ Modifying Transition
- ✓ Apply Animation and effects

MODULE 4: WORKING WITH BULLETS AND NUMBERING

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

MODULE 5: WORKING WITH OBJECTS

- ✓ Shapes, Clipart and Picture, Word Art, Smart Art
- ✓ Inserting slide header and footer
- ✓ Inserting Text boxes
- ✓ Inserting shapes, using quick styles
- ✓ Inserting Word art
- ✓ Inserting Chart

MODULE 6: INSERT AND FORMAT SMARTART GRAPHICS

- ✓ Create SmartArt graphics
- ✓ Convert lists to SmartArt graphics
- ✓ Add shapes to SmartArt graphics
- ✓ Reorder shapes in SmartArt graphics
- ✓ Change the color of SmartArt graphics

MODULE 7: SAVING & PRINTING

- ✓ Save as JPEG files
- ✓ Save as PowerPoint Show file
- ✓ Print Preview, Print