

## **MS-OFFICE TRAINING**

**Learn the most required applications in Industries**

**Duration: 6 Weeks | Certified Training**

### **About MS-Office Training**

This training is a 6 weeks training program in which student will learn working with documents, charts, graphs, pictures and tables etc, editing text, formatting, learn how to use mathematical formula in excel, using what if analysis, preparing MIS in excel, creating presentations in office by using special effects in power point and much more.

During this MS-Office Training, students will work on different projects and will learn MS-Word, Advanced MS-Excel and MS-Power Point.

### **Table of Contents**

#### **1. Microsoft Word 2013**

- Introduction to Microsoft Word 2013
- 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
- Page Formatting
- Templates
- Working With Graphics and Pictures & Tables
- Desktop Publishing
- Long Documents
- Technical Documents
- Mail Merge
- Proofing, Printing, and Publishing
- Comparing, Merging, and Protecting Documents
- Customizing and Expanding Word

## **2. Microsoft Excel 2013**

- Introduction to MS Excel 2013
- Navigating Excel 2013
- Worksheets and Workbooks
- Entering Information into MS Excel 2013
- Introduction to Working with Cells, Rows, and Columns
- Formatting Data and Cells
- Formatting Rows and Columns
- Editing Cells, Rows, Columns, and Worksheets
- Introduction to Formulas and Calculations
- Working with Formulas and Functions
- Maintaining Worksheets
- The What-If Analysis
- Adding Images and Graphics
- Charts and Diagrams
- Creating Data Lists
- Managing Data
- Pivot Tables and Charts
- Printing Worksheets and Workbooks
- Templates
- Protecting, Saving, and Sharing Workbooks

## **3. Microsoft PowerPoint 2013**

- Introduction to Microsoft Word 2013
- 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
- Notes
- Inserting Pictures, Graphics, Shapes, and Other Things
- Inserting Tables into Presentations
- Charts and SmartArt
- Adding Sound and Video
- Adding Transitions and Animation
- Master Slides
- Printing and Running Slide Shows
- Saving, Sharing, and Exporting Presentations