

MS Office in One Day

(8-Hrs)

Ms Word

Module 1: Introduction to Word

- Creating, Saving, Closing & Opening Document
- The Ribbon, Tabs & Groups
- The Quick access Toolbar

Module 2: Formatting Microsoft Word Documents

- Working with Fonts
- Inserting a hyperlink in a Document
- Using Styles
- Using Themes
- Using Shading and Borders
- Using the Ruler
- Setting Margins
- Using Format Painter
- Working with Bullets, Alignment & paragraphs

Module 3: Editing Documents

- Find
- Find and Replace
- Find and Replace Tips
- Using the Clipboard

Module 4: Working with Illustrations

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Creating Captions
- Using Building Blocks

Ms Excel

Module 1: Formatting Microsoft Excel Worksheets

- The Font Group
- Working with Font Group Commands

- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands
- Working with styles

Module 2: Using some basic Functions in Microsoft Excel

- Some important functions:
 - ✓ Sum
 - ✓ Average
 - ✓ Max
 - ✓ Min
 - ✓ Count
 - ✓ Upper
 - ✓ Lower
 - ✓ Proper
 - ✓ Right
 - ✓ Left
 - ✓ Trim
 - ✓ Concat
 - ✓ IF Statement

Module 3: Cell Referencing

- ✓ Relative, Absolute, and Mixed Cell References

Module 4: Working with Cells, Rows and Columns

- Adding and Deleting Cells
- Inserting Rows and Columns
- Deleting Rows and Columns
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Adding Color to Worksheet Tabs
- Renaming worksheet
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Adding Themes to Workbooks
- Splitting the Worksheet Window
- Transposing Rows and Columns
- Freezing Panes

Module 5: Other AI tools for formula generation

MS PowerPoint

Module 1: Formatting Microsoft PowerPoint Presentations

- Inserting slide
- Selecting a Slide Layout
- Using different layouts
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides
- Organizing a Presentation in Sections

Module 2: Finalizing Microsoft PowerPoint Presentations

- Accessing Different Views of a Presentation
- Adding themes to Slides
- Running a Slide Show
- Printing a Presentation

Module 3: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties

Module 4: Using AI tool for Presentation

- AI tools used for presentation
- Advantages of using AI tool
- Choosing the Right AI Tool
- How to Enhance Delivery of presentation with AI

MS Outlook

Module 1: Performing Popular Tasks in Outlook 2019

- Setting Up an Email Account
- Open Email Messages

- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane

Module 2: Working with Messages

- Print Messages
- Delete Messages
- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image to a Message
- Send a message

Module 3: Working with the Calendar

- Change Your Calendar View
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Meeting
- Reply to a Meeting Invitation
- Create & Schedule an Appointment

MS Teams

Module 1: Introduction to Teams

- What is Teams?
- How to use Teams
- Team components
- When to use Teams
- Create a new Team
- An introduction to Groups

Module 2: Collaboration with Teams

- Joining a Team
- Team permissions
- Guest permissions
- Channels

- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs
- What are tabs
- Team Conversation