

MS- Office (Customize) Duration: 4 Days (32- Hrs)

Module 1: Microsoft Word (8 Hours)

1. Getting Started with MS Word

- Basics of document creation, saving, and exporting.
- Editing and formatting text and paragraphs.
- Understanding Ribbon tabs for essential functions.

2. Document Navigation and Management

- Using the Navigation Pane for efficient navigation.
- Grouping shapes and objects for easy manipulation.
- Managing large documents with headings, bookmarks, and hyperlinks.

3. Advanced Document Formatting

- Customizing margins, paragraph indentations, and spacing using the ruler.
- Applying and modifying paragraph styles for consistency across documents.
- Using Tab Stops for precise alignment.

4. Enhancing Document Appearance

- Inserting and formatting images, captions, icons, and text boxes.
- Applying special text effects to improve document aesthetics.
- Controlling text behavior around graphical elements for better layout design.

5. Working with Tables and Lists

- Creating, customizing, and formatting tables.
- Using bullets and numbered lists for structured content.
- Creating a Table of Figures for organizing visual elements.

6. Proofreading and Reviewing Documents

- Automatic document correction using Spelling and Grammar tools.
- Tracking changes and comparing documents.

7. Integration and Multimedia Features

- Inserting mathematical symbols, equations, and multimedia elements (videos, audio, and online content).
- Saving documents in multiple formats, including PDFs.

Module 2: Microsoft Excel (Basic) (8 Hours)

1. Introduction to Excel Basics

- Entering and formatting data in cells.
- Understanding rows, columns, and worksheets.
- Saving, printing, and protecting Excel files.

2. Formulas and Calculations

- Using basic formulas like SUM, AVERAGE, and COUNT.
- Introduction to relative and absolute cell referencing.
- Creating custom formulas for calculations.

3. Data Organization and Analysis

- Sorting and filtering data for meaningful insights.
- Creating and formatting tables for structured datasets.
- Using Freeze Panes to lock rows/columns during navigation.

4. Charts and Data Visualization

- Creating charts (bar, line, pie, etc.) for visual representation of data.
- Customizing chart elements, colors, and layouts.

5. Advanced Features for Efficiency

- Using AutoFill for repetitive data entry tasks.
- Creating custom AutoFill lists.
- Hyperlinks for navigation within Excel and to external resources.

6. Preparing Workbooks for Sharing

- Adjusting Page Layout for professional printing.
- Creating a Table of Contents to summarize workbook contents.

Module 3: Microsoft PowerPoint (8 Hours)

1. Creating Presentations from Scratch

- Basics of slide creation and layout design.
- Formatting text, adding bullets, and using numbered lists.

2. Using Themes, Templates, and Transitions

- Applying pre-built templates for a consistent look.
- Customizing slide transitions and animations.

3. Adding Multimedia Elements

- Inserting and formatting images, videos, and audio files.
- Editing multimedia elements to fit presentation needs.

4. Visualizing Data

- Creating and formatting charts, graphs, and SmartArt.
- Integrating Excel charts and tables seamlessly.

5. Slide Design and Master Layout

- Using Slide Master for consistent formatting across slides.
- Customizing layouts with shapes, icons, and graphics.

6. Accessibility and Delivery

- Ensuring presentations are accessible to all users.
- Navigating slides effectively during live presentations.

7. Exporting and Sharing

- Saving presentations in different formats (PDF, video).
- Sharing techniques for collaboration.

Module 4: Microsoft Advanced Excel (8 Hours)

1. Advanced Decision-Making Tools

- Using Complex, Nested, and Operator-Based IF Conditions.
- Advanced filtering and sorting with Bubble Sort.

2. Advanced Functions

- Date/Time, Text, and Mathematical functions.
- Conditional Formatting for dynamic data representation.

3. Lookup and Reference Functions

- VLOOKUP and HLOOKUP for data retrieval.
- MATCH and INDEX for advanced referencing.

4. Data Analysis Techniques

- Goal Seek and Scenario Analysis for decision making.
- Data Validation to control input entries.

5. Pivot Tables and Charts

- Creating, customizing, and analyzing data with Pivot Tables.
- Generating Pivot Charts for advanced data visualization.

6. Automation and Productivity Tools

- Recording Macros for automating repetitive tasks.
- Integrating Excel with Google Drive for collaborative work.

7. AI Tools Integration

- Leveraging AI tools to enhance productivity.