

Basic & Advanced MS Office in 8 Hrs.

Session 1: Basic Microsoft Excel (1.5 Hours)

- Introduction to Excel & Interface
 - Workbook, Worksheet, Rows & Columns
 - Data Entry & Editing
 - Basic Formatting (Font, Alignment, Number Format)
 - Simple Formulas (SUM, AVERAGE, MIN, MAX)
 - Text Formulas (UPPER, LOWER, PROPER, CONCAT, TEXTJOIN)
 - Copy–Paste
 - Saving, Printing & Page Setup
-

Short Break

Session 2: Basic Microsoft Word (1.5 Hours)

- Introduction to Word & Ribbon Interface
 - Creating & Saving Documents
 - Text Formatting (Font, Paragraph, Styles)
 - Bullets & Numbering
 - Page Setup (Margins, Orientation, Size)
 - Inserting Tables & Images
 - Header, Footer & Page Numbers
-

Lunch Break – 1 Hour

Session 3: Basic Microsoft PowerPoint (1.5 Hours)

- Introduction to PowerPoint & Slide Views
- Creating a Presentation
- Slide Layouts & Themes
- Adding Text, Images, Shapes & Icons
- Basic Transitions & Animations

- Tips for Simple & Effective Slides
-

Short Break – 10 Minutes

Session 4: Advanced Microsoft Word (1.5 Hours)

- Advanced Formatting using Styles
- Section Breaks & Different Headers/Footers
- Table of Contents (Automatic)
- Page Borders & Watermarks
- Mail Merge (Letters / Notices – Overview)
- Track Changes & Comments