

# MS OFFICE

## CORE TOPICS

- 1) MS Word
- 2) MS Excel
- 3) MS PowerPoint
- 4) MS Access
- 5) Microsoft Outlook

## MS WORD

- Formatting the documents
- Working with Bullets and Numbering (customizing the sub bullets options)
- Secret behind show and hide button.
- Document style option- Heading Pattern and advance customize option
- Formatting the Images and learn to adjust as per the document
- Inserting and working with Tables in documents
- Creating Flow Charts with ease
- Working with Bookmarks , Hyperlinks and Cross Reference
- Inserting Page no, Header & Footer in the documents
- Using Text box, Word art, Drop box smartly
- Importance of Ruler, Gridlines & Navigation Pane
- Advance use of Quick parts and Date and Time
- Taking care of Print related options, problems and troubleshooting steps
- Use of Watermark, Page color and Border option
- Learn to use Table of Contents(TOC) and customize it as per your requirement
- Smart use of Footnote and Endnote
- Using Citation and Bibliography
- Giving caption to image and create Table of Figure
- “Mark Entry” use in the documents
- Use of Mail Merge for bulk and mailing option
- Use of Track Changes

- Recording Macros
- Customize and creation of keyboard shortcuts
- Use of Control Button
- Create MS Word Smart Templates

## MS EXCEL

- Understanding Excel structure and its basic
- Excel's cell properties
- Table formatting option and Auto Fill
- Doing Equation in MS Excel
- Conditional formatting and customizing it with functions
- Working on Pivot Chart and Pivot Table
- Chart preparation and presentation
- Working on Hyperlinks and "Define Names"
- Print option in Excel exploring problem and trouble shooting
- Filter options and Advance filter options as well
- Remove duplicate data temporary and permanently
- Working on "Text to Column" option
- "Data Validation" and customize validate rule creation
- Goal Seek and Scenario Manager
- Group ,Ungroup and Subtotal option
- Protect sheet with password and further security option in it
- Working with keyboard shortcuts
- Trance Precedents & Trance Dependents
- Knowing the Excel Date and Time Formats.
- Multi-users working on the same worksheet at the same time?
- Recording macros
- Working on dashboard
  
- Exploring **Following Function with Advance Nesting Methodology**
  - IF( ), AND( ), OR( ), TRUE( ), FALSE( ), MIN( ), MAX( )
  - SUMIF( ), SUMIFS( ), COUNTIF( ), COUNTIFS( ), AVERAGEIF( ), AVERAGEIFS( )
  - TRIM( ), FIND( ), LEFT( ), RIGHT( ), MID( ), EXACT( ), CONCATENATE( )
  - VLOOKUP( ), HLOOKUP( ), MATCH( ), IFERROR( ), CHOOSE( ), OFFSET( )
  - Many more important DATE and other Functions

# MS POWER-POINT

- Getting Started with Microsoft PowerPoint 2010
- Start with the PowerPoint 2010 Task Pane
- The PowerPoint Toolbars and Managing Slides
- Working with Design template and AutoContent Wizard
- Formatting and Editing Slides to make it Nicer!
- Drawings and Pictures in PowerPoint
- PowerPoint Slide Design - the Color and Animation Schemes
- PowerPoint Slide Show
- How to Print your Presentation Slides?
- Presentation tips - What you need to prepare?
- Discover the PowerPoint Slide Master Feature!
- How to Add Slide from other PowerPoint Presentations?
- Discover the PowerPoint 2010 Slide Transitions Effects!
- Use Slide Show Timing and Annotations to Control Your Presentation Easily
- Discover the PowerPoint Hidden Slides Feature! Use It Wisely!
- Why PowerPoint 2010 Custom Animations Effects are So Attractive?

# MS ACCESS

- Getting started with the Database creation.
- Creating Table with datasheet view.
- Creating Table with Design view.
- Exploring different field options in Table creation.
- Importance of Input Mask.
- Creating Forms from Table.
- Making a new form and customizing.
- How to create Queries and saving its.
- Exploring all the commands of Running Queries.
- Report generation through Table and Queries.
- How to print the document.
- Import and export data to Access from various formats.