

## Ms-Office Course Contents:

Word, Excel & PowerPoint



Fees: ~~11,990~~ Special '**Limited**' Offer Rs. 7,990✓

### MICROSOFT-WORD Syllabus

Menu Bars & Toolbars

Page Setup

Standard & Format Tool Bar

Drawing Tools, Auto-format

Inserting Objects & Pictures

Newspaper style Columns

Borders & Shading

Headers & Footers

Inserting Symbols

Bullet & Numbering

Thesaurus, Word Count

Auto Text Entry

Auto Correct, Tables

Sorting, Mail Merge

### MICROSOFT -EXCEL Syllabus

Electronic Spreadsheet Concept

Formatting Fonts

Numbers, Auto-Format

Relative & Absolute Reference

Date & Currency Formatting

Formula charts & Graphs

2D/3D Graphs

Pie, Line Cone

Formatting Charts

Data Values

Sub Total Reports

Auto Filters

Password Protecting Worksheets

Linking Multiple Sheets

## **MICROSOFT-POWERPOINT Syllabus**

Electronic Slide Presentation  
Slide Formatting  
Theme & Slide Layout  
SmartArt, Charts & Graphics  
Adding Animation Effects  
Giving Effects & Transitions to Slides  
Creating Professional Slide Presentations  
Setting up a Slide Show & Giving Timings  
Adding Music to Presentations  
Compiling Videos of Presentations  
Sharing & Saving Different Formats of Presentations  
**Linking Word & Excel**



**Ms-Office Fees: ~~11,990~~ 🚫 Early Bird 🕒 Offer: Rs. 7990**

**Duration: 2 Months**

**2 Combination of 1) MS-Office & 2) Advance Excel. 🏆🏆🏆🏆🏆🏆🏆🏆🏆**

**2 Certified Courses | Original Fees: Rs. ~~21,990~~ [2 Certifications]**

**Save 40% on 2 Courses | ✓ Special Offer Rs. 11,990 ✓ for 2 Courses**

**Advance Excel Syllabus 🏆🏆🏆🏆🏆🏆🏆 scroll below**

Course Title: **Advance Excel** Fees: ~~9,550~~ Rs. **5,990**

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## **Certified Advance Excel Course Contents:**

### Section 1

- Introduction of MS-Excel
- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (Absolute / Relative / Sheet Reference)
- Linking between Excel Files and Data
- Chart Preparation in Excel with Details Features

### Section 2

- Tabs and Menus of Excel, Office Button / File Menu
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Cond. Formatting and many More Options
- Insert Page Elements and Page Setup with Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Advance Security Option from Review and View Tabs

### Section 3

- **Advanced Data Analysis** (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- **Goal Seek and Scenario Features** in Excel Industry Work.
- **PIVOT Table and Data Analysis** using options of Pivot Table
- More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- **V-Lookup and H-Lookup Functions and Its use in Industry.**

### Section 4

- **25 Industry Level Projects for Individual options in Excel.**
- MIS Reporting Analysis Options.
- Advanced Reporting using Developer tab Options.
- Detailed Work to Handle Large Data with Data Operations like Advanced Filter.