

IT- MSOffice

Duration : 60 Hrs.

IT Fundamentals

Operating System Concepts

WordPad, Notepad, MS-Paint etc.

Windows Features, Tools

- Creating folder
- Cut, Copy & Paste Concepts

Ms Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

Ms Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with colour & auto formats
- Graphically representing data: Charts & Graphs
- Formatting worksheets
- Securing & protecting spread sheets

Ms Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slidetransitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation

Internet

- Understanding about Internet
- Understanding how to search
- Creating email id and working with email
- Understanding social media platforms such as Facebook & Many more