



**Mstechnologies.org**

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## **Microsoft Office Course**

**DURATION : 2 MONTHS**

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### **Mindscares Technologies**

**Off # 01 , Mezzanine Floor, Park View AptNear Usmania  
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## MS Office Course

Our MS office Training course content includes:

### MS WORD

- Working in the word Environment
- Selecting
- Commands and shortcuts
- Templates
- Creating content
- Formatting
- Printing
- Copy, paste and paste special
- Lists & styles
- Format Techniques
- Creating and Managing Tables
- Tabs
- Saving & sending document
- Thesaurus
- Find & replace
- Using graphics
- Text flow
- Section & columns
- Headers & footers
- Letters envelopes & labels
- Mail merge

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## MS POWER POINT

- Building a presentation
- Working with objects
- Multiple objects
- Auto shapes
- Text boxes
- Pictures
- Slides Master
- Word Art
- Tables and Graphs
- Organizational Chart
- Advanced customization
- Finalizing presentations
- Integrating with other programs
- Delivering presentations

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## MS EXCEL

- The Excel Environment
- Entering values
- Managing workbooks
- Formatting cell
- Summarizing numbers
- Creating charts
- Printing
- Customizing Excel
- Managing References
- Named Ranges
- Basic functions
- Look up functions
- Financial function
- Enhanced formatting
- Dynamic formatting
- Graphical objects
- Managing workbooks

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- Using Templates
- Working with list
- Excel and the Internet
- Creating Macros
- Working with Macros

**Duration:** 2 Months

**Schedule:** 2 Days a Week

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