

MS Office (MS Word, Excel & PPT)

Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively

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 color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

Ms. Power Point

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

Internet

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms .
- learn with best practices.