KNOWLEDGE
For Training

1. Course Details:

Course Code : MRSF-003
Course Title : Microsoft Office Excel, Word, PowerPoint
Course Duration : 5 Days

2. Course Overview:

- Excel, Word & PowerPoint are simple office productivity tools from Microsoft, and are very easy to pick up, once you follow our step-by-step, practical and useful approach to learning the software to maximize your efficiency and effectiveness with the use of these popular software packages.

3. Learning Outcomes:

- Create basic worksheets using Microsoft Excel
- Perform calculations in an Excel worksheet
- Modify the appearance of data within a worksheet
- Print the content of an Excel worksheet
- Learn to work with images, including placing and sizing images, wrapping text around images
- Learn to adjust page orientation and layout
- Learn to work with page and section breaks
- You will explore the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements
- You will identify and use the new and enhanced features of PowerPoint to create dynamic and visually appealing presentations

4. Course Contents:

- Lesson 1: Formulas and Functions Entering Formulas
- Lesson 2: Organizing Worksheet and Table Data
- Lesson 3: Working with Charts
- Lesson 4: Working with Graphics
- Lesson 5: Managing Large Workbook
- Lesson 6: Customizing & Enhancing Workbooks
- Lesson 7: Formatting Text & Paragraphs
- Lesson 8: Formatting Documents to Print
- Lesson 9: Using Tables in Word
- Lesson 10: Working with Illustrations
- Lesson 11: Creating Mass Mailing Documents.

- Lesson 12: Referencing Information
- Lesson 13: Working with Text
- Lesson 14: Adding Multimedia Elements
- Lesson 15: Enhancing Presentations
- Lesson 16: Preparing The Slide Show

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Who want to understand the concepts of Documents, Spreadsheets and Presentations, and want to demonstrate the ability to expertly use these applications on a personal computer?
- Beginner users and People who know the basics, but want to learn the Intermediate features of Microsoft Excel, Word & PowerPoint will find this program extremely useful