

MS Office Suite

Course Duration: 1.5 month

Qualification: open to all individuals interested in learning MS Office Suite.

Eligibility:

No prior programming experience required; open to all individuals interested in learning MS Office Suite.

Medium of Instruction:

English

Duration:

Minimum 3 months and Maximum 4 months

Program Details:

The program has been divided into 4 modules. Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. In this course our goal is to help you to be confident with the coding fundamentals.

Curriculum: View Specialization: -

Module 1: Microsoft Word

Topic Names:

- Introduction to Word
- Document Layout Basics
- Formatting Text & Paragraphs
- Using Tables, Images, and Shapes
- Advanced Word Features (Track Changes, Styles, Templates)
- Project 1: Professional Document Creation

Module 2: Microsoft Excel

- Introduction to Excel
- Basic Formulas & Functions (SUM, AVERAGE, COUNT)
- Data Entry and Formatting
- Charts & Graphs
- Basic Data Analysis Techniques
- Project 2: Data Analysis and Reporting

Module 3: Microsoft PowerPoint

- Introduction to PowerPoint
- Slide Layout & Design Basics
- Adding Text, Images, and Multimedia
- Animations & Transitions
- Presentation Delivery Tips & Best Practices
- Project 3: Designing a Professional Presentation

Module 4: Microsoft Outlook

- Introduction to Outlook
- Email Basics (Send, Receive, Attachments)
- Calendar and Task Management
- Organizing Emails & Folders
- Advanced Outlook Features (Rules, Signatures)
- Project 4: Managing Communication and Schedules