

# MS OFFICE

1. Computer Keyboard Explanation
2. Computer Mouse Explanation
3. Computer Basics
4. Operating System
5. Microsoft Word – Window Basic Parts and File Menu
6. Home Tab
7. Insert Tab – Cover Page, Blank Page & Page Break
8. Tables
9. Pictures
10. Shapes
11. SmartArt Graphic & Screenshot
12. Hyperlink, Object & Charts
13. Header & Footer
14. MPage Number, Text Box, WordArt, Signature Line, Date & Time
15. Page Layout Tab, Margins, Orientation, Size, Columns& Hyphenation
16. Line Numbers, Watermarks, Page Color
17. Page Borders, Indents & Spacing
18. Tables of Contents, Protect Document and Ruler Bars
19. Microsoft PowerPoint, Basic Parts, Slides–New, Layout, Reset, Delete
20. Pictures, Photo Album, Header & Footer, Videos & Page Setup
21. Themes, Colors, Fonts, Slides Background Settings,
22. Transitions, Animations, Slide Show
23. Custom Slide Show, Hide or Unhide Slides and Rehearse Timings
24. Microsoft Excel – Advantages & Basic Parts
25. Excel Workbook & File Menu
26. Excel Worksheet, Columns & Rows
27. Cell, Name Box & Formula Bar
28. Series Fill – Number, Date & Text
29. Home Tab
30. Hyperlinks, Charts (Graphical Reports)

31. Header & Footer, Types of Cell References
32. Basic Excel Formulas
33. Financial Formulas, Statistical Formulas
34. Logical Formulas
35. Text Formulas & Paste Special
36. Page Layout Tab – Margins, Orientation,
37. Page Size, Print Area, Page Break, Print Titles, Scale to Fit
38. Print Gridlines, Print Headings, Other Tabs Shortcut Keys
39. Sumif Formulas
40. Countif Formulas
41. Subtotal Formulas
42. Database Formulas
43. Vlookup Formulas
44. Hlookup Formulas and Text To Columns
45. Cell Conditional Formatting
46. Pivot Table
47. Refresh The Pivot Table
48. Change Data Source for Pivot Table
49. Chart for Pivot Table
50. Remove Duplicates and Auto Filters
51. Advanced Filters
52. Goal Seek
53. Data Table
54. Subtotal Functions