Microsoft Office

COMPUTER FUNDAMENTALS

- Introduction to Computers
- History & generation of computers
- Introduction to windows
- Ms paint
- Notepad
- Word pad
- Typing master

MS WORD

- Word documents
- Single and multiple document Interfaces
- Selecting and editing text
- Different views
- Word working environment
- Working with borders and shadings
- All documents prepare
- Resume prepare, cover letter more documents

MS POWERPOINT

- Master slides
- Designing templates
- Text and paragraph formatting
- Setting transition for slides
- Slide shows
- Working with word art
- Setting slide timings
- Animation for slides
- Applying action settings

MS EXCEL
- Understanding cells, columns, rows
- Creating, using and manipulating cell
- Sorting excel data
- Ascending sort
- Descending sort
- Filtering your workbook data

INTERNET
- Browsing
- Downloading

Duration: 40Hours