

Certificate Course In MS OFFICE



Excel



OneNote



Outlook



Word



PowerPoint

Are you computer illiterate? Want to learn how to use and operate computer? Looking for some good institute that provides quality education with certification? Then try this...

MS OFFICE COURSE CURRICULUM

COMPUTER FUNDAMENTALS

Learn computer fundamental concepts in simple and easy ways starting from Overview, Applications, Generations, Types, Components

WINDOWS BASICS

Learn the basics of using Microsoft Windows.
Learn how to use Windows on your PC.
Learn all about Microsoft's latest operating system.
Understand the features and tools of this Windows operating system

MS WORD

Create, save and share documents.
Apply pre-designed Styles and format text with fonts and colors.
Set up page layout for margins, columns and printing.
Mail merge to envelopes, labels, emails and form letters.

MS EXCEL

Getting to Know Excel
Essential Formula Knowledge
Intermediate Formula Knowledge
Optimizing Data
Presenting and Reporting

MS POWERPOINT

Interface and Basics
Adding Text, Shapes, Pictures
Info-graphics and Media
Animations, Transitions and Slide Tasks
Delivering your presentation

INTERNET

Learn how to use internet for surfing, emails and social sites.

REGULAR BATCHES

DURATION: 45 SESSIONS

FEES: 2,500/- IF PAID IN SINGLE PAYMENT ELSE 2,800/-