

Ms Office Training (DCA)

Module-I



- ☞ Introduction To Computers
- ☞ System Hierarchy
- ☞ Explain About Input, Output, Process & Storage
- ☞ System Generations & Types Of Computers
- ☞ Explain About Operating System & Application Softwares
- ☞ Windows Basics(XP,7,8...)
 - Start Button
 - Desktop & Icons
 - My Computer
 - My Documents
 - Recycle Bin
 - Network Places
- ☞ Operation Of Folders
- ☞ Folder Password
- ☞ Windows Accessories
 - Notepad
 - Wordpad
 - Ms Paint

Faculty :
Exp :
Duration :
Class time :
Lab Time :
New Batch :
Tracks :
Material :
Fee :

Counselor Sig

Module-II

Ms Office 2007/10/13 versions

What Is Ms Office?

- ❖ Ms Office Is The Of The Standard Package
- ❖ Package Means Collection Of The Application
- ❖ Ms Office Is Introduced By Microsoft
- ❖ In This Package We Have Mainly 8 Application
 - **Word**
 - **Excel**
 - **Powerpoint**
 - **Access**
 - Outlook
 - One Note
 - Infopath
 - Publisher

- ❖ Ms Office Versions:
 - Office 97
 - 2000
 - 2003
 - Ms Office Xp
 - Ms Office 7
 - Ms Office 10
 - Ms Office 13
 - Ms Office 365(Latest)

Word:

- Introduction To Ms Word 2007 And Features
- Different Between 2003 And 2007
- Explain About Office Button
- Save & Save As Different
- Printing Options
- 2007 Word File Convert Into 2003 And Pdf...
- Encrypt Of The Document
- Explain About Menu Bar

- **Home**
- **Insert**
- **Page Layout**
- **References**
- **Mailings And Labels**
- **Review & View**

In The Home Menu Bar

- Explain About Font Dialog Box
- Alignments Of The Page & Paragraph
- Style Of The Fonts
- Find, Replace And Goto Options
- Paragraph Indent
- Sorting Of The Data
- Bullet Styles
- Underline Styles
- Change Case Of The Sentence
- Undo, Redo And Clear Format

In The Insert Menu Bar

- Page Break And Blank Page Inserting
- Table Creation
- Picture Inserting And Modifications
- Draw The Shape And Modify Into Different Shape
- Creating The Graphs Like Charts And Graphs
- Insert The Hyperlinks
- Header & Footer Of The Documents
- Inserting The Page Numbers
- Word Art Features
- Drop Cap
- Mathematical Equation Creation
- Symbol Inserting



In The Page Layout Menu Bar

- Set The Page Margins
- Set The Page Of The Document
- Select The Size Of The Document (Paper)
- Set The Columns Of The Document Data
- Insert The Line Numbers
- Push The Watermark
- Apply The Page Color And Page Borders

In The Reference Menu Bar

- Create The Table Of The Content
- Insert Endnote And Footnote
- Insert Index
- Bibliography

In The Mailings Menu Bar

- Mail Merging Of The Document
- Create The Labels
- Prepare The Envelopes

In The Review Menu Bar

- Spelling Check
- Research Of The Words

- Thesaurus Of The Words
- Word Count
- Insert The Comment
- Protect The Document(Only Read The Data)
- Track Changes Features

Excel With Advance Topics

- ☞ Introduction To Excel 2003 And 2007
- ☞ Excel Functions
 - Date And Time
 - Text
 - Logical
 - Information
 - Database
 - Statistical
 - Mathematical And Engineering
 - Financial
- ☞ Conditional Formatting
- ☞ Custom Format
- ☞ Pivot Table And Charts
- ☞ Table Creation With Merging
- ☞ Graphs Presentation And Chart Merging
- ☞ Different Type Of File Formats
- ☞ All Types Of Hyperlinks(4)
- ☞ Page Set Up
- ☞ Paste Special
- ☞ Naming Of The Range
- ☞ Sheets Comparisons
- ☞ Spreadsheet Creation
- ☞ Number Formatting
- ☞ Tracing Of The Path
- ☞ Lookups(Hlookup And Vlookup)
- ☞ Filters
- ☞ Data Validation
- ☞ Custom Validation
- ☞ Goal Seek
- ☞ Scenario Management
- ☞ Sheet And Cells Protection
- ☞ Freezing Of The Cells
- ☞ Record Of The Macro
- ☞ Group And Ungroup
- ☞ Text To Columns
- ☞ Sub Total In Different Ways



PowerPoint:

- ☞ Introduction Of The Powerpoint And Features
- ☞ Preparation Of The Slides
- ☞ Ppt Templates Creations
- ☞ Format The Slide
- ☞ Working With Sounds
- ☞ Insert The Table And Charts

Ms Access:

- ☞ Introduction To The Database
- ☞ Creating The Table
- ☞ Sorting The Data
- ☞ Generate The Reports
- ☞ Query's
- ☞ Modules Preparation
- ☞ Form Creation
- ☞ Import The Data From Excel And Others Applications

- ☞ Working With Graphics
- ☞ Working In Animation Effects
- ☞ Import Content From Other Applications
- ☞ Work With Photo Album
- ☞ Saving And Printing
- ☞ Slide Convert Into Jpeg Format
- ☞ Security Setting

Module-III

Job Oriented Related Training

- Brief Description Of The Outlook, One Note, InfoPath & Publisher
- Cd/Dvd Burning, Cd To Cd Copying(Nero Burns)
- Coping From One Device To Other Devices
- User A/C Description
- Converting Word,Excel...To Pdf & Pdf To Other Formats
- Creating Pdf Documents
- Zip & Unzipping The Files & Folders
- Passwords To The Important Files
- Antivirus installations & update
- Office 365 Brief Introductions
- Brief Introduction about open office

➤ Module-IV



Internet Concepts:

- Explain About Networking & Internet
- Browsing
- Searching
- Free E- Mailing
- Free Adds Posting
- Chatting & Video Calling
- SMS To Mobiles
- Google Documents and Calendar
- Cloud Storage
- Social websites overview
- Online Payments
- Ticket Reservations
- Music & Movies Downloading
- Software Downloading

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Adv Excel

Excel Dashboards

Macros (VBA)

Ms Project

+ a b l e a u

Android

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