



Be Future Ready





Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY





MS Office Course - 1.5 Months



A Job-Oriented Course to Shape Your Future

Duration:- 1.5 Months

Introduction to Computer

- About Computer
- About Windows
- Desktop Features
- Widgets and Options
- Notepad
- WordPad



Affordable Fees

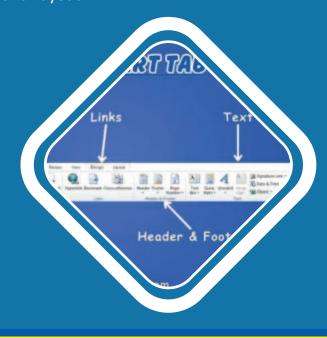


Introduction to MS Word

- Creating New Document
- Text Formatting
- Paragraph Formatting
- File Options
- Page Setup
- Design and Layout

Insert & References Tab

- Insert Illustrations
- Table of Contents
- Footnotes & Endnotes
- Citation & Bibliography
- Research and Captions



Affordable Fees

Mail Merge

- Preparing Letters
- Recipient List
- Write & Insert Fields
- Envelopes
- Labels
- Rules and Match Fields





Review and View

- Proofing and Accessibility
- Comments
- Tracking
- Restrict Editing
- File Protection
- Macros

Introduction to MS PowerPoint

- Creating Presentations
- Design and Themes
- Format Background
- Section Breakup
- Layout Selection
- Slide Show



Affordable Fees

Transitions and Animations

- Apply Transition on Slides
- Setup Timing
- Insert Object Animation
- Animation Pane Setup
- Triggers
- Advance Slides





Slide Show and Record

- Start Slide Show
- Custom Slide Show
- Rehearse Timing
- Record Slide Show
- Narration
- Slide Show Tools

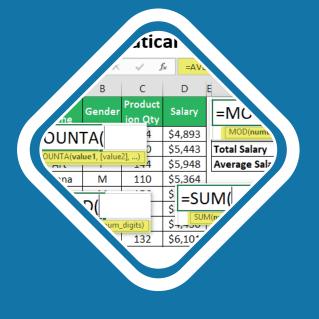
Introduction to MS Excel

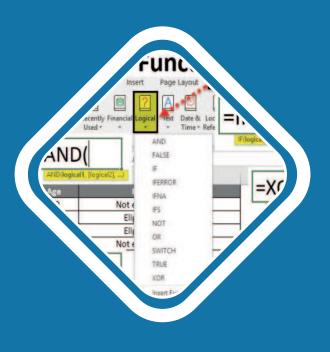
- Rows, Columns and Cells
- Worksheets and Workbooks
- Basic Cell Formatting
- Cell References
- Operators and Precedence
- Creating Basic Formulas



Mathematical Functions

- Sum, Count, Max, Min
- Average, Averageif, Averageifs
- Counta, Countif, Countifs
- Power, Mod, Sqrt, Pi
- Round, Roundup, Rounddown
- Mround, Log, Sumifs



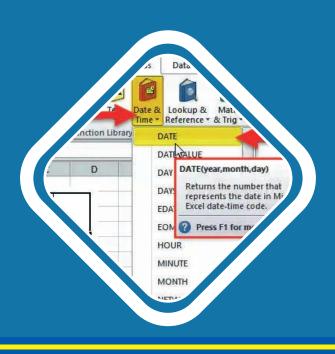


Logical Functions

- If
- Nested If
- And
- Or
- Xor
- Not

Text and Date Functions

- Len, Trim, Upper
- Lower, Left, Right
- Find, Replace, Substitute
- Day, Month, Year, Date
- Time, Hour, Minute
- Networkdays, Networkdays.Intl



Data Handling

- Filter and Sorting
- Advanced Filter
- Custom Sorting
- Data Outline
- Subtotal





Charts and Graphs

- Insert Column Chart
- Line Chart
- Pie Chart
- Combo Charts
- Sparklines
- Chart Elements

Internet and Social Media

- Introduction to Internet
- Create Mail Accounts
- Send and Receive Mail
- About Social Media Apps
- Google Drive
- Upload & Download Files



Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Tally Prime 2 to 4 Months
- Advanced Excel 2 Months
- Busy Accounting 2 to 4 Months
- Business Analytics 6 Months
- **♦** E-Accounting 12+2 Months
- E-Accounting Banking & SAP 18 Months
- MS Office with AI Power 2 Months
- Ms Office and Advanced Excel 3 Months
- Power BI 1.5 Months
- Power BI and Advanced Excel 3 Months
- SAP FICO 3 Months
- Tax Return Filing 5 Months
- Tally and Advanced Excel 6 Months
- Tally-Advanced Excel and Power BI 7 Months





Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- **Business Analytics Online Course**
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

Quality Education & Affordable Fees





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