

ESTC

(भारत सरकार का उपक्रम)
सूक्ष्म लघु एवं मध्यम उद्यम मंत्रालय के अधीन

Academy of Computer & Electronics Learning
IT Planet (A Training Unit) Haldwani

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Certificate Course In Office Automation

Microsoft word

- ✓ Introduction to Microsoft Word
- ✓ Document Views
- ✓ Entering and Editing Text
- ✓ Saving and Opening Documents
- ✓ Navigating and Selecting Text
- ✓ Editing, Copying and Moving Text
- ✓ Formatting Documents
- ✓ Using Bulleted and Numbered Lists
- ✓ Using Tabs
- ✓ Introduction to Tables
- ✓ Inserting Pictures
- ✓ Page Layout and Printing
- ✓ Introduction to Styles, Themes and Templates
- ✓ Managing Bulleted and Numbered Lists
- ✓ Customising Tables and using Formulas
- ✓ Inserting Text Objects
- ✓ Inserting Graphic Objects
- ✓ Headers and Footers in large documents

Ms-Excel(Excel Advance)

- ✓ Introduction to Microsoft Excel
- ✓ Entering Data
- ✓ Saving and Opening Workbooks
- ✓ Navigating and Selecting Ranges
- ✓ Entering Formulas
- ✓ Inserting/Deleting Rows and Columns
- ✓ Formatting Worksheets
- ✓ Using Simple Functions
- ✓ Copying, Moving and AutoFill
- ✓ Previewing and Printing

- ✓ Find and Replace
- ✓ Introduction to Range Names
- ✓ Using Multiple Worksheets
- ✓ Cell Styles and Conditional Formatting
- ✓ Text and Date Formulas
- ✓ IF Function
- ✓ Using Charts
- ✓ Sorting and Filtering Lists
- ✓ Importing and Exporting Data
- ✓ Managing Range Names
- ✓ Date and Time Formulas
- ✓ IF and Related Functions
- ✓ VLOOKUP and Related Functions
- ✓ Data Validation
- ✓ Pivot Tables
- ✓ Protecting Worksheets, Using Templates

Ms-Powerpoint (Slide Show)

- Introduction to Microsoft PowerPoint
- Creating a Presentation
- Entering and Editing Text
- Managing Text
- Text Boxes and Tables
- Pictures and Drawings
- SmartArt and Charts
- Presentation Designs and Formatting
- Printing PowerPoint Presentations
- Simple Animations
- Running Slide Shows
- Integrating with Word and Excel
- Managing Slide Masters
- Multimedia Objects
- Custom Animations
- Publishing a Presentation
- Preparing and Presenting a Show