

**NATIONAL YOUTH COMPUTER LITERACY MISSION**



**RECOGNISED BY GOVT. OF INDIA**



**AS -ANZ accredited An**

**ISO 9001 : 2015 Certified Autonomous Body**

**A National Programme of Information Technology Education & Development**

# MS OFFICE FULL COURSE

## Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

- Entry Requirement** : Beginners of MS Office
- Course Duration** : 30hrs.
- Mode of Training** : Face to face Instructor led Training
- Materials** : Course books will be provided to each participant

## Course Content

### MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hard ware, what is Soft ware
- Windows short cut keys

### MS WORD

#### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

#### **Module 2: Text Formatting and saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

### **Module 3: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

### **Module 4: Header & Footers**

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

### **Module 5: Working with bullets and numbered lists**

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

### **Module 6: Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

### **Module 7: Styles and Content**

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

### **Module 8: Merging Documents**

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

### **Module 9: Sharing and Maintaining Document**

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

### **Module 10: Proofing the document**

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

### **Module 11: Printing**

- Page Setup, Setting margins
- Print Preview, Print

### **MS EXCEL**

### **Module 12: Introduction to Excel**

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

### **Module 13: Formatting excel work book:**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

### **Module 14: Perform Calculations with Functions**

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

### **Module 15: Sort and Filter Data with Excel**

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

### **Module 16: Create Effective Charts to Present Data Visually**

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

### **Module 17: Analyze Data Using PivotTables and Pivot Charts**

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

### **Module 18: Protecting and Sharing the work book**

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.

### **Module 19: Use Macros to Automate Tasks**

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

### **Module 20: Proofing and Printing**

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

## **MS POWERPOINT**

### **Module 21: Setting Up PowerPoint Environment:**

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

### **Module 22: Creating slides and applying themes**

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

### **Module 23: Working with bullets and numbering**

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

### **Module 24: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

### **Module 25: Hyperlinks and Action Buttons**

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

### **Module 26: Working With Movies and Sounds**

- Inserting Movie From a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

### **Module 27: Using SmartArt and Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

### **Module 28: Animation and Slide Transition**

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

### **Module 29: Using slide Master**

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

### **Module 30: Slide show option**

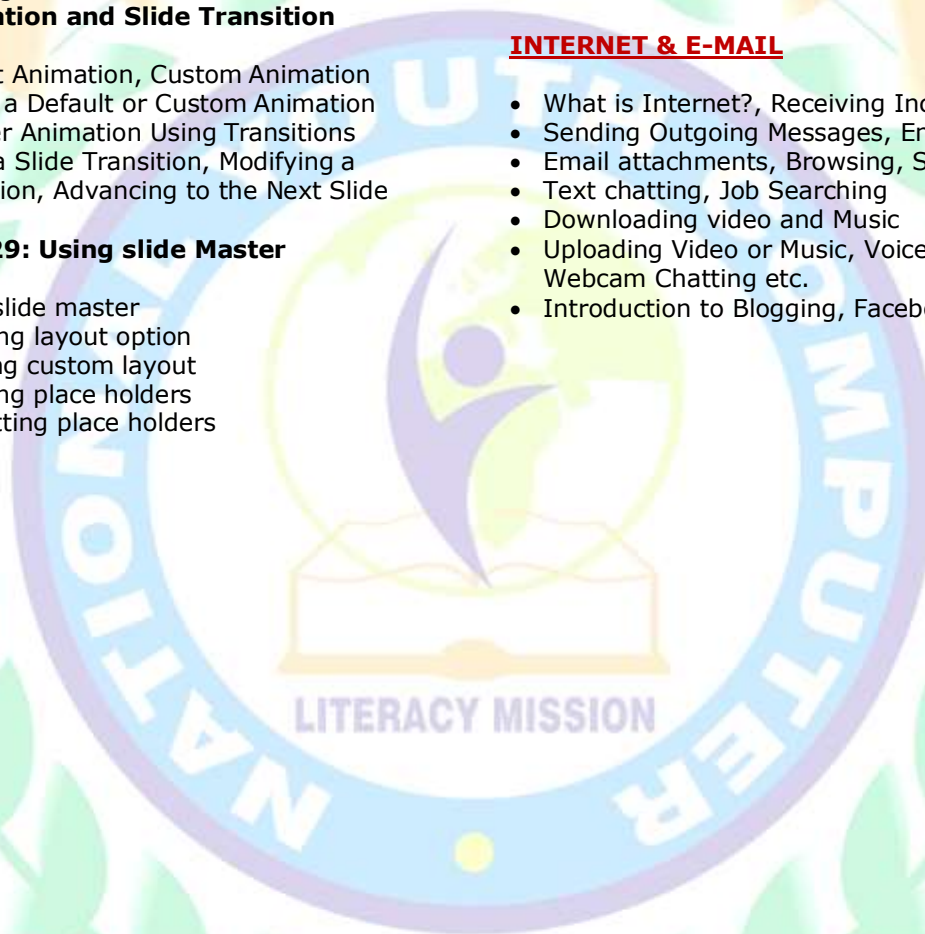
- Start slide show
- Start show from the current slide
- Rehearse timing
- Creating custom slide show

### **Module 31: Proofing and Printing**

- Check Spelling As You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

### **INTERNET & E-MAIL**

- What is Internet?, Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook



## Student's Testimonial

**MS Office-**"I will encourage everyone to come for the Ms Office Basic course as the **lessons are relevant to work**. Teachers are willing to teach until I understood my work".

**Odin Marine (Singapore) Pte Ltd, Admin Assistant**

**MS Word-**"Next time I want to do another computer course I will definitely consider G-Tec".

**Homemaker, Singapore**

**MOS Excel core-**"The instructor is **friendly and approachable**. The course is taught in a detailed and structured way"

**Assistant Engineer, Singapore**

**Java/J2EE Programming Course-**"This is the **best institution I found in Singapore**. Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".

**Comdo 2000 Pte Ltd, Software Engineer**

**Java/J2EE Programming Course-**"The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one **training was excellent. It met all my expectations**. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! "

**Sylvia Lawrence , IBM , IT Professional.**

**C#.net Programming Course-**"G-TEC provides a **good trainer** qualified. It was a **good learning experience** in G-TEC for C#.net".

**Emerson Process Management, Software Test Engineer.**

## Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital, Gemalto, Thales, Housing Development Board, Philips , Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

