MS - Office

Course Content

Introduction - Windows

MS - Word

Creating and Editing a document.
Formatting a document.
Inserting elements to word document.
Working with Tables.
Mail-Merge.

Ms - Excel

Workbook Management.
Using Formulae and Functions.
Formatting spreadsheet.
Creating charts and Graphs.
Printing and Layout.
Pivot Table.
Hlookup and Vlookup.

MS - PowerPoint

Creating a Presentation.
Working with a Presentation.
Outlining your Ideas.
Slide transition.
Custom Animation.

producing a Slide Show.

MS - Access

Creating Table using different Datatypes.
Create Databases.
Create Query
Create Form and Reports.
Modify the design of Form and Report.

Use of Internet

E-Mail and Surfing.

Duration : 1.5 Months

Eligibility : Anyone can join..

Available Batches : Regular Batch -> Monday-Saturday
WeekEnd Batch -> Saturday and Sunday
Fast-Track Batch -> 4 to 5 hrs daily

Present & Future Scope

Widely used office suit.
Required for office work.
MS-word is most popular word processing program.
Excel is ideal for entering, calculating and analyzing data.
You can work as a computer operator in companies.
We are famous as a ms office training institute in ahmedabad

SINCE 1991

GENIUS®
COMPUTER

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