

Office Package Practical (Basic to Advance)

March 13, 2022
20 days

Office Package Practical (Basic to Advance) Training in Nepal

Ms. Office course trains students how to use MS Office applications use in office work such as creating Professional-Quality documents; store, organize and analyze Information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and Effectively.

Courses Outline

Microsoft Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

Microsoft Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

Microsoft Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.

Email Internet

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- learn with best practices