# 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