

# **MS word + Excel + PPT**

## **Duration: 24 Hours (3 days)**

### **Course Overview**

The "MS Word + Excel + PPT in 3 Days" course is a comprehensive training program designed to equip learners with essential skills in the Microsoft Office Suite. It caters to beginners and intermediate users who aim to master document creation and formatting, data analysis, and presentation design in a short timeframe. Module 1 introduces the Microsoft Word interface, teaching participants how to navigate and create documents efficiently. Module 2 focuses on enhancing text with various font styles, sizes, and colors, along with paragraph customization techniques. In Module 3, learners explore the power of styles and themes to ensure consistent document formatting. Module 4 delves into the visual aspects of Word by inserting and formatting images with special effects. Finally, Module 5 guides learners through creating impactful tables and charts, and using SmartArt graphics for data representation. This course is ideal for individuals seeking to boost their productivity and professional capabilities in Word, Excel, and PowerPoint, ultimately enhancing their workplace efficiency and career prospects.

### **Audience Profile**

This MS Word + Excel + PPT course equips participants with essential office productivity skills applicable across various job roles.

- Administrative Assistants and Secretaries
- Business Analysts and Consultants
- Project Managers and Coordinators
- Marketing Professionals and Content Creators
- Educators and Academic Researchers
- Sales Associates and Managers
- Small Business Owners and Entrepreneurs
- Non-Profit Organization Staff
- Entry-Level Employees seeking to improve their office software proficiency
- Students preparing for the workforce
- Professionals transitioning to roles requiring documentation, reporting, and presentation skills

### **Course Syllabus**

#### **Microsoft Excel Fundamentals**

- Introduction to Microsoft Excel and its interface
- Navigating worksheets and workbooks
- Entering and editing data effectively
- Formatting cells and text
- Understanding formulas and functions
- Basic arithmetic and logical functions
- Using AutoSum and AutoFill
- Introduction to data validation

## **Advanced Charting**

1. View animation charts
2. Add a chart to an Excel spreadsheet
3. Add, remove, and format gridlines
4. Apply a chart layout and chart style
5. Format an axis
6. Change the axis scale
7. Format the data series
8. Modifying the chart title, legend, and data labels
9. Moving a chart to another sheet
10. Creating combination charts
11. Use a secondary axis
12. Change data series chart types
13. Add a trendline
14. Create user-defined charts
15. Create, customize, and remove sparklines

## **Working with Formulas & Functions**

1. Working with general and advanced functions
2. Writing conditional expressions
3. Using nested IF functions
4. Limitations of IF functions
5. Using logical functions inside IF
6. Using date and time functions in IF
7. Text functions

## **Working with Pivot Tables**

1. Creating subtotals
2. Multiple-level subtotals
3. Creating PivotTables
4. Formatting and customizing PivotTables
5. Using advanced options in PivotTables
6. Creating groups in PivotTables
7. Creating PivotCharts
8. Creating a standalone PivotChart
9. Consolidating data from multiple sheets and files using PivotTables
10. Using external data sources
11. Using the data consolidation feature to consolidate data

## **Efficient Communication with Word**

- Introduction to Microsoft Word and its interface
- Document creation and formatting.
- Working with styles and themes
- Inserting and formatting images and objects

## **Captivating Presentations with PowerPoint**

- Getting started with Microsoft PowerPoint
- Slide layout and design tips
- Inserting and formatting text boxes and shapes
- Adding animations and transitions to slides
- Advanced PowerPoint features: SmartArt, charts, and multimedia
- Slide master and template customization.
- Integrating Excel, Word, and Outlook content into presentations
- Tips for effective presentations and public speaking