

MS Office 365 – 3-day training

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

Advance charting

- 1.) View Animation Chart.
- 2.) Add a Chart to an Excel Spreadsheet.
- 3.) Add, Remove and Format Gridlines.
- 4.) Apply a Chart Layout, Chart Style.
- 5.) Format an Axis.
- 6.) Change the Axis Scale.
- 7.) Format the Data Series.
- 8.) Modifying the Chart Title, Legend & 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, Remove Sparkline.

Working with Formulas & Functions.

- 1.) Working with general & advance function.
- 2.) Writing conditional expressions.
- 3.) Using Nested IF.
- 4.) Limitations of IF.
- 5.) Using logical functions inside IF.
- 6.) Using Date & Time function in IF.
- 7.) Text Functions.

Working with Pivot tables.

- 1.) Creating subtotals.
- 2.) Multiple-level subtotals.
- 3.) Creating Pivot tables.
- 4.) Formatting and customizing Pivot tables.
- 5.) Using advanced options of Pivot tables.
- 6.) Creating group in Pivot tables.
- 7.) Pivot charts.
- 8.) Create a standalone Pivot Chart.
- 9.) Consolidating data from multiple sheets and files using Pivot tables.
- 10.) Using external data sources.
- 11.) Using 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

