

Advanced Computer Skills (Microsoft Office: Word Excel, PowerPoint)

5 days (40 hrs)

Microsoft Word

Module 1: Working with Tables

- Inserting a table
- Table styles
- Formatting a Table

Module 2: Working with Illustrations

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Creating Captions
- Using Building Blocks

Module 3: Viewing Your Documents

- Document Views
- Using the Navigation Pane
- Multiple Windows

Module 4: The Backstage View

- Write a letter or resume using Template
- Printing document
- Exporting documents in PDF format
- Editing PDF Documents and Microsoft Word

Module 5: Working with Long Documents

- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities

Module 6: Finalizing Microsoft Word Documents

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

Module 7: Page Layout

- Orientation and Paper Size
- Working with Columns

Module 8: Review and Collaborating on Documents

- Adding Comments
- Tracking Changes
- Viewing Changes, Additions, and Comments
- Accepting and Rejecting Changes

Module 9: Comparing and Combining Documents

- Comparing Documents
- Combining Documents

Module 10: Managing Mailings

- Creating Envelopes and Labels
- Using Mail Merge

Module 11: Protecting Documents

- Making Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing

Module 12: Random Useful Items

- Using Bookmarks
- Adding Watermarks
- Sharing

Module 13: Using AI in Word

- creating documents using CHATGPT prompts
- Using Auto Pilot add-in word
- Using other AI tools to draft the document
- Using Co-pilot to draft the document

Microsoft Excel

Module 1: Formatting Microsoft Excel Worksheets

- Different Types of Cursors
- Working with Font Group Commands
- Working with Alignment Group Commands
- Working with Number Group Commands

Module 2: Using some basic Functions in Microsoft Excel

- Some important functions:
 - ✓ Sum
 - ✓ Average
 - ✓ Max
 - ✓ Min
 - ✓ Count
 - ✓ Upper
 - ✓ Lower
 - ✓ Proper
 - ✓ Right
 - ✓ Left
 - ✓ Trim
 - ✓ Concat

Module 3: Cell Referencing

- Relative, Absolute, and Mixed Cell References

Module 4: Using some advanced Functions in Microsoft Excel

- If
- And
- OR
- IF with AND OR function
- PMT, PV, FV, Rate, NPER Function
- LOOKUP function.
- VLOOKUP function.
- HLOOKUP function.
- Date Function
- Year, Month, Day Function
- Copying Formulas and Functions
- Working with Formulas

Module 5. Some Complex Functions

- Lookup Functions (XLookup, Index, Match)
- Vlookup with Array Function
- Logical Statements (Nested IF/sumif/sumifs/countif/countifs/ Iferror)

Module 6: Working with Cells, Rows and Columns

- Adding and Deleting Cells
- Inserting Rows and Columns
- Deleting Rows and Columns
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Adding Color to Worksheet Tabs

- Renaming worksheet
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Adding Themes to Workbooks
- Splitting the Worksheet Window
- Transposing Rows and Columns
- Freezing Panes

Module 7: Name ranges

- Named Ranges
- Assign a name to a range of cells to make it easier to reference those ranges in calculations

Module 8: Working with Tables

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Table name
- Table style option
- Inserting slicer in table
- Advantages of using Tables
- Creating and Modifying a Table in Excel

Module 9: Data Management

- Data Consolidation
- Working with Goal seek
- Creating and Understanding Scenario
- Working with Data Table
- Working with Solver Tool

Module 10: Improve Data Quality

- Data Validation: Restrict the type of data that can be allowed in a cell
- Remove Duplicates: Eliminate duplicate row data

Module 11: Working with Lists

- Sorting Data in a List
- Filtering Data in a List
- Using Subtotals

Module 12: Manage advanced charts and tables

Create and modify PivotTables & Pivot Charts

- Creating Pivot Tables
 - ✓ More PivotTable Functionality

- ✓ Inserting Slicers
- ✓ Multi-Select Option in Slicers
- ✓ PivotTable Enhancements
- Working with Pivot Charts
 - ✓ Inserting Pivot Charts
 - ✓ Using the Chart Recommendation Feature
 - ✓ Editing Charts
 - ✓ Using Chart Tools

Module 13: Auditing Worksheets

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

Module 14: Some Advanced Functionality

- Advanced Conditional Formatting
- Advance Filter

Module 15: Working with others

- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet

Module 16: Using Chat GPT and Generate Chat GPT Prompt

- Chat GPT Account
- Chat GPT with Excel Introduction
- Benefits of using ChatGPT
- Overview Of The ChatGPT Interface
- Effectively Creating Prompts

Module 17: Integrating Chat GPT with Excel

- CHATGPT with EXCEL: Sum, If
- CHATGPT with EXCEL: Left, Right
- CHATGPT with EXCEL: VLookUp
- CHATGPT with EXCEL: SumIf, CountIf, Averagelf
- Generate Pivot Table & chart using plug inn
- Using Co-pilot in word

Microsoft PowerPoint

Module 1: Creating Presentation Slides

- Slides from Outline
- Reuse Slides
- Creating Section

Module 2: Linking Presentation

- Create a hyperlink.
- Add an action button.
- Navigating within a Slide Show
- Jump to another presentation.
- Use Zoom command
- Linking word or Excel File (Using Object Command)

Module 3: Multimedia

- Creating a Photo Album
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Module4: Working with Design & Theme

- Applying a Theme
- Applying a Background Style

Module 5: Working with Special Effects

- Apply Transition to slides
- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Applying trigger
- Animating a Chart/ SmartArt

Module 6: Setting Up the Slide Show

- Setting Up a Custom Show
- Using Rehearse Timings
- Recording a Slide show
- Hide Slide while presenting
- Setting Up a Slide Show to Repeat Automatically

Module 7: Presentation Masters

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master

- Adding a Header and Footer to Notes and Handouts
- Accessing Different Views of a Presentation

Module 8: The Backstage View (The File Menu)

- Protect presentation file
- Share with people
- Export in different format

Module 9: Using AI Tool for Presentation

- AI tools used for presentation
- Advantages of using AI tool
- Choosing the Right AI Tool
- How to Enhance Delivery of presentation with AI

Module 10: Using Chat GPT for PowerPoint

- Applicability – Generating PowerPoint slide content
- PowerPoint – Template preparation
- PPT Designer vs Chat GPT. Approach in this course
- Prompting in Chat GPT for PowerPoint
- Use of plug-ins
- Add designs, background themes using plug-ins
- Using Co-pilot in PowerPoint

Day 5- MOS Exam Preparation

MO100- Microsoft Word

- Project & Assignment Solving

MO200- Microsoft Excel

- Project & Assignment Solving

MO300- Microsoft PowerPoint

- Project & Assignment Solving