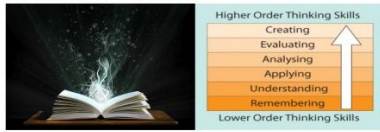




The Training Company



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MS Office



Our Advanced Skills trainings are designed for the user who is familiar with the basic operation of Word and Excel and who needs to utilize the features that make a difference.

Demonstrate an advanced knowledge of the Word Processing package, MS Office and a knowledge of how to design & create effective and structured documents like technical reports, letters, brochures, etc.

Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.

Demonstrate the skills in making an effective presentation with audio and video effects using the MExcel package

Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations.

Understand the concepts of tables, records, queries, forms, reports, etc., and to develop small database applications using MS Access.

Course Duration : 90 Hours

Timing : Morning & Evening batches

Microsoft Word :

Get Started with Microsoft Word

- How to Open Microsoft Word
- Finding Your Way Around
- Typing Your First Letter
- How to Save Your Work
- Highlighting Techniques
- Opening Word Documents
- Add an Address To A Letter
- Spelling and Grammar Checking

Document Formatting

- Crime Statistics Document
- Bold Text
- Italics and Underline
- Setting Tab Stop Positions
- Creating Bulleted Lists
- Working With Fonts
- Setting Up Page Margins

Copy and Paste & Clip Art

- Techniques for Cutting Text
- Cut and Paste Techniques
- Inserting Clip art
- Copy and Paste Techniques
- How to Resize and Move Clip Art

Multi-Page Documents

- Downloading a Text File
- Setting Up Page Margings and Tab Stops
- How to Insert a Text File
- Setting Up Headers and Footers
- Print Preview in Word 2007 and Word 2010

How to Create a Booklet

- Downloading the Stories
- Creating Your Own Word Style
- Page Breaks And Section Breaks
- Adding a Cover Page
- Adding a Contents Page
- Working With Section Breaks
- Headers And Section Breaks

Word Shapes

- Word Shapes - Create a Logo
- Logo Continued
- Word Art
- Completing The Logo

Letterheads and Templates & Mail Merge

- Create a Letterhead
- Adding Columns to a Page
- Create a Mail Merge Data Source
- Saving Word Documents as a Template
- Create a Mail Merge Letter

Microsoft Word Tables / Document Collaboration / Word Options

- Tables in Microsoft Word
- Document Collaboration
- Displaying The Word Options
- Changing The Language Settings
- Proofing Options
- Table Styles
- Accepting and Rejecting Changes
- Advanced Options
- The Quick Access Toolbar
- Keyboard Shortcuts

Microsoft Excel :

Conditional formatting & Sparklines :

- Formatting data on Conditions
- Finding top 5 / 10 items in the Data
- Clearing & Managing Rules
- Analyzing only total rows
- Adding data based on two attributes

- Highlight Duplicate & Unique Values
- Formatting data using Data Bars & Icons
- Nested loops
- Summarizing a data based on single attribute

Summarizing & Consolidating Data :

- Creating Sub Totals
- Advance Filtering on more than 1 criteria
- Tips of copying Filtered data to New File

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Pivot Table & Slicer :

- Creating Pivot table & analyzing data
- Creating sheets from Pivot table
- Table creation & text to column
- Creating Virtual Fields
- Changing Source

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LookUps and Data Table :

- Picking data based on row criteria
- Match and indexing
- Data Tables more than one variable
- Excel speech on data entry
- Slicer
- Analyzing data based on column criteria
- Data Tables single variable
- Data Entry Forms
- Creating Grade sheet/Result sheet for performance Creating data list in excel

Charts & Validation :

- Creating Column, Line & Pie Charts
- Changing Chart type
- Method of pasting chart into PowerPoint
- Creating Drop Downs in cell
- Hyperlinking
- Shortcuts of Creating Charts
- Adding Target Line in chart
- Creating two axis chart & advance charting
- Sharing Workbook • Inserting object

Data mining :

- Auditing spread sheet
- Identifying source cells
- Tracing dependent cell
- Quick summary of data
- Using Attendance data to calculate payroll
- Changing source data year on year
- Rearranging the data in required sequence

Macros :

- Record macros for automating tasks
- Macro with Keyboard & its benefit
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- Macro with Keyboard & its benefit

Formula :

- Statistical : Count, CountA, CountIF, CountIFs, & CountBlank
- Change Case: Upper, Lower & Proper
- AND & OR in IF Condition
- & Conatenate, Sum, SumIF & SumIFs
- Logica l: If Condition with Multiple IF's, Using
- Lookup : Advance & Multiple Vlookup & Hlookup

Microsoft Power Point :

Make a Start with Excel

- A first look at Excel 2007/2010
- Excel Rows and Columns
- Enter text and numbers in a Cell
- How to Edit text in a Cell
- How to Centre text and numbers
- Font Formatting in Excel 2007/2010
- How to change the colour of a Cell
- How to Save your work in Excel
- Currency Symbols in Excel 2007/2010
- How to Merge Cells
- Review Number One

A more complex spreadsheet

- Introduction to Section Two
- How to use AutoFill in Excel 2007/2010
- Entering Simple Addition Formula
- The SUM Function in Excel
- The SUM Function Continued
- Copy and Paste
- How to use Paste Special
- How to Multiply in Excel 2007/2010
- Finishing your spreadsheet for this section
- How to Add a Comment to a Cell
- Review Number Two

Excel 2007/2010 Charts

- How to Sort Data in Excel
- Create an Excel Chart
- Move and Resize your Chart
- Chart Styles and Layouts
- Chart Titles and Series Titles
- Chart Layout Panel in Excel 2007/2010
- The Format Chart Panel

- Create a Pie Chart in Excel
- Add Labels to a Pie Chart
- Format Pie Chart Segments
- Create a 2D Line Chart in Excel
- Format your Axis Titles
- Predict the future with a Trendline Chart
- Sparkline Charts

Formulas in Excel 2007/2010

- The SUM Function
- How to Multiply in Excel
- Subtract and Divide

- Combining the Arithmetic Operators
- A Budget Spreadsheet

Functions in Excel 2007/2010

- The Average Function
- The Date Function
- Time Functions in Excel

- A Time Table Project
- Financial Functions
- The Student Averages Project

Conditional Logic in Excel

- The IF Function
- Conditional Formatting in Excel 2007/2010
- CountIF
- SumIF

Processing Data in Excel

- Data Tables in Excel 2007/2010
- A Second Data Table
- Excel Scenarios
- Goal Seek
- Absolute Cell References
- Named Ranges in Excel 2007/2010
- Create a Custom Name in Excel
- Excel Pivot Tables
- Pivot Tables, Part Two
- Reference other Worksheets
- The LOOKUP Function
- The VLOOKUP Function in Excel
- Create a Business Invoice, Part One
- Excel Business Invoice, Part Two
- Business Invoice, Part Three

Advanced Excel 2007/2010

- How to Create an Excel Template
- Data Forms in Excel 2007/2010
- Drop Down Lists in Excel
- Add your own Error Messages
- Excel and Web Integration
- Hyperlinks in Excel
- Object Linking and Embedding
- Insert Drawing Objects

A more complex spreadsheet

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For registration

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