

Microsoft Office

Curriculum

Microsoft Word

- Find your way through long documents with the new Document Navigation pane and Search
- Adjust the spaces between lines or paragraphs
- Set the default font
- Create a document
- Save and reuse templates
- Add a heading
- Insert a Page Break
- Insert a picture or clip art
- Add or delete a table
- Add or remove headers, footers, and page numbers
- Create a table of contents
- Apply Themes to Word Documents
- Save a document in Word
- Save as PDF or XPS

Microsoft Excel

- Introduction
- Comfortable with Excel environment
- Cell & Sheet formatting
- Basic Formulas & Functions
- Working with Dummy data
- Sorting & Filtering
- Lists, Charts & Data validation
- Pivot & Security Microsoft

Power Point

- Create Your First PowerPoint Presentation
- Add Photos to PowerPoint
- Animations and Transitions
- Insert Video into a Presentation
- Charts and SmartArt in PowerPoint

Microsoft Outlook

- Get Familiar with the Outlook Calendar
- Organize Messages and Automatic Replies
- Electronic Business Cards, E-mail Signatures and Instant Search
- Organize with Templates and Views



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