**1-MS Word**

Overview Of Word processing

Getting Started With MS Word

User Interface Of MS Word

- Adding Commands To Quick Access Toolbar

- Removing Commands From Quick Access Toolbar

- Ribbon display options

- Using access keys

Create A New Document

- Entering Text

- Selecting Text

- Deleting Text

- Undo And Redo Options

Navigating through document

- Navigating With Keyboard

- Navigating With Mouse And Scroll Bars

- Using The Navigation Pane

- Using Go To Option

The File Tab

- Managing Documents

- Saving A Document

- Using Save As Option

- Closing A Document

- Opening An Existing Document

- Pinning A Recent Document

- Printing A Document

THE HOME TAB

 Clipboard Group

- Copy

- Cut

- Paste

- Paste options

- Clipboard Pane

- Using Drag And Drop

- Format Painter

 Font Group

- Font

- Font Size

- Increase Font Size And Decrease Font Size

- Font Color

- Font Style: Bold, Italic, Underline

- Change Case

- Text Highlight Color

- Text Effects And Typography

- Clear All Formatting

* Strikethrough

- Subscript And Superscript

- Font Dialog Box

 Paragraph Group

- Alignment

- Indentation

- Line And Paragraph Spacing

- Bullets And Numbering

- Increase/Decrease List Level

- Borders

- Shading

- Paragraph Settings

 Styles Group

- Applying Styles

 Editing Group

- Find

- Replace

- Select

THE INSERT TAB

Pages Group

- Cover Page

- Blank Page

- page Break

Tables Group

- Inserting Table

- Contextual Tabs For Table (Design And Layout)

- Re-Sizing And Moving A Table

- Inserting Additional Rows Or Columns

- Merging Cells

- Splitting Cells

- Applying Table Styles

- Shading

- Borders

- Converting Text To A Table

- Converting A Table To Text

- Deleting A Table

 Illustrations Group

- Inserting A Picture

- Contextual Tab - Format

- Applying Artistic Effects

- Cropping a Picture

- Wrap Text

- Changing picture Position

- Online Picture

- Inserting Shapes

- Rotating And Resizing Shapes

-Using Quick styles

- Applying shape Outline And shape effect

- Inserting A SmartArt

- Inserting Chart

 Links Group

- Inserting Bookmark

- Deleting A Bookmark

- Inserting Hyperlink

- Removing Hyperlink

 Header & Footer Group

- Adding Header Or Footer To A Document

- Inserting Page Number

 The Text Group

- Inserting Textbox

- Using Word art

- Applying Drop Cap Effect

- Insert Date & Time

 The Symbols Group

- Inserting Symbols

THE DESIGN TAB

 Page Background Group

- Adding Watermark

- Removing Watermark

- Applying Page Color

- Page Borders

THE LAYOUT TAB

 Page Setup Group

- Margins

- Orientation

- Size

- Columns

- Line Numbers

- Hyphenation

THE REFERENCES TAB

 Table Of Contents Group

- Inserting Table Of Contents

- Updating Table Of Contents

- Deleting Table Of Contents

 Footnotes Group

- Inserting And Deleting Footnotes

 THE REVIEW TAB

 Proofing Group

- Spelling And Grammar

 Comments Group

- Inserting Comments

- Deleting Comments

THE VIEW TAB

 Views Group

- read Mode

- Print Layout

- Web Layout

- Outline

- Draft

 Show Group

- Show/Hide Rulers

- Show/Hide Gridlines

Other Features MS Word

- Using Pdf Format

- Converting A Document To A PDF

- Creating A Template

- Saving A Document As Template

**2- MS Excel**

Getting Started With Excel

- User Interface Of Excel

- Quick Analysis Tool

- Creating A New Workbook Entering Data Into Cells

- Editing Cell Data

- Adjusting Column Width

- Selecting Multiple Cells

- Using Name Box

- Navigating A Worksheet

- Managing Worksheets

- Inserting A Worksheet

- Deleting A Worksheet

- Renaming A Worksheet

- Move Or Copy A Worksheet

- Changing Tab Color

- Other Sheet Options

THE HOME TAB

 The Font Group

- Applying Font And Font Size

- Applying Font Styles

- Apply Fill color & Font color

- Applying Borders

- The Format Cell Dialog Box

 The Alignment Group

- Text Orientation

- Adjust Horizontal Cell Alignment

- Adjust Vertical Cell Alignment

- Wrap Text

- Merge And Center

 Number Group

- Applying A Number Format

- Increase / Decrease Decimal

- Specifying Decimal Places

 Styles Group

- Applying Conditional Formatting

- Format As Table

- Applying Cell Styles

 Cells Group

- Inserting Rows

- Inserting Columns

- Inserting And Shifting Cells

- Deleting Cells, Rows Or Columns

- Format Rows And Columns

Editing Group

- Auto sum

- Auto fill For Faster Data Calculation

- Other Uses Of Auto fill

- Creating A Formula

- Using Fill Command

- Sorting Data

- Filtering Data

INSERT TAB

 Charts Group

- What Is A Chart?

- Elements Of A Chart

- Inserting A Chart

- Contextual Tabs- Design & Format

- Chart Buttons

- Moving A Chart

- Chart Styles

- Chart Title

- Axis Titles

- Data Labels

- Changing Chart Data

- Changing Chart Type

- Print A Chart

PAGE LAYOUT TAB

 Themes Group

- Applying Themes

 Page Setup Group

- Set Print Area

- Worksheet Background

- Print Titles

 Sheet Options Group

- Sheet Right-To-Left

- Hide Gridlines And Headings Of Columns & Rows

- Print Gridlines And Headings

FORMULAS TAB

 Function Library Group

- What Is A Function?

- The SUM Function

- The AVERAGE Function

- The COUNT & COUNTA Functions

- The MAX And MIN Functions

- The LOWER & UPPER Functions

- The LEN & PROPER Functions

- The IF Function

- Nested IF Statement

- The SUMIF Function

- The COUNTIF Function

 Formula Auditing Group

- Show Formulas

- Error Checking

- Common Error Types In Excel

 Cell Referencing

- Types Of Cell References

- Relative Cell Referencing

- Absolute Cell Referencing

- Mixed Cell Referencing

- Multiple Sheet Referencing

THE VIEW TAB

 Window Group

- Freeze Panes

- Split Worksheet Window

 Workbook Security

 Workbook Passwords

- Creating A Password

- Removing A Password

3- MS PowerPoint

Getting Started With Power point

 The User Interface

 Resizing Panes

 Moving And Resizing The Placeholders

 Creating A New Presentation

 Managing Slides From Slide Thumbnails Pane

 Selecting Multiple Slides

 Moving Slides Using Drag & Drop

 Saving A Presentation

 Save As Option

 Printing A Presentation

THE HOME TAB

 Slides Group

- Inserting A New Slide

- Changing Slide Layout

- Reset Slide

- Organizing Slides Into Sections

 Font Group

- Applying Font, Font Size, Font Color

- Increase Or Decrease Font Size

- Applying Bold, Italic, Underline And Strikethrough Effects

- Shadow Effect And Character Spacing

- Change Case And Clear Formatting

Paragraph Group

- Horizontal Text Alignment

- Vertical Text Alignment

- Creating A Bulleted Or Numbered.

- Increase/Decrease List Level

- Text Direction

 Drawing Group

- Inserting Shape

- Using Quick styles

- Applying shape Outline And shape effect

Editing Group.

- Find And Replace text

- Selecting objects

- Using the selection pan

THE INSERT TAB

 Tables Group

- Inserting A Table

 Links Group

- Inserting Hyperlink

- Assigning Actions

 Text Group

- Inserting Text Box

- Inserting Header & Footer

 Media Group

- Inserting Video

- Trimming Video

- Inserting Audio

- Screen Recording

THE DESIGN TAB

 Themes Group

- Applying Themes

- Applying Theme Variants

 Customize Group

- Changing The Slide Size

- Formatting Slide Background

THE TRANSITIONS TAB

 Transition To This Slide Group

- Applying Transitions

- Effect Options

 Timing Group

- Duration And Sound Effects

- Advance Slide

THE ANIMATIONS TAB

 Animation Group

- Applying Animation Effects

- Advanced Animation Group

- Adding More Animations

- Animation Pane

 Timing Group

- Start And Reorder Animation

THE SLIDE SHOW TAB

 Start Slide Show Group

- Starting A slide show

- Navigation in the slide show

- Setting accustom slide show

THE VIEW TAB

 Presentation view group

 Master view group

- Creating a slide master