Getting Started with Microsoft Word And Excel

Microsoft Word

Microsoft Word is a word processor that allows individuals to create various types ofdocuments, such as letters, papers, flyers,faxes, etc. It also includes numerous featureswhich can be used to improve the layout ofdocuments as well as increase efficiency at work.

Competency in Word helps individuals:

- Type letters and mails by, for instance, automatically filling templates with contact and address information and printing address labels and envelopes.
- Create business documents, résumés, proposals, reports, plans and budgets; and build a library of key forms, such as memos, agendas, invoices and statements.
- Create promotional and marketing materials, like brochures, flyers and newsletters to be sent to prospects and customers; and format and produce letterheads and business cards.
- Standardize letters and memos for an entire company to use to ensure consistency of color and fonts; and download free Microsoft templates.
- Add photos, illustrations, and other visual materials to a text, such as tables, charts, and graphs.
- Check for spelling and grammar to keep documents error-free and professional.
- Reorganise documents by Outlining main ideas and fine-tuning the organization of complex documents, so as to increase productivity.
- Translate sentences or entire documents in the language of their choice.

Microsoft Excel

Prerequisite: Basic understanding of Microsoft Excel

After this course:

(i) Analysing, Visualizing andReporting Data with Microsoft Excel

(ii) Excel Advanced Course

 Duration: 18 hrs

Course Objectives: This course will enable the trainees to upgrade their basic skills to become more proficient in using Microsoft Excel's features.

 Course Outcome:

- Manage worksheets and workbooks
- Manipulate data in worksheets
- Format data in worksheets
- Work with formulas and functions
- Analyse and organise data
- Use charts to display data

Course Outline
1. **Manage Worksheets and Workbooks**
   Import data into workbooks
   Import data from .txt files and .csv files
   Navigate within workbooks
   Search for data within a workbook
   Navigate to named cells, ranges, or workbook elements Insert and remove hyperlinks
   Format worksheets and workbooks
   Modify page setup Adjust row height and column width Customize headers and footers
   Customize options and views
   Customize the Quick Access toolbar Display and modify workbook content in different views Freeze worksheet rows and columns Change window views Modify basic workbook properties Display formulas
   Configure content for collaboration
   Set a print area Save workbooks in alternative file formats Configure print settings Inspect workbooks for issues
2. **Manage Data Cells and Ranges**
   Manipulate data in worksheets
   Paste data by using special paste options Fill cells by using Auto Fill Insert and delete multiple columns or rows Insert and delete cells
   Format cells and ranges Merge and unmerge cells
   Modify cell alignment, orientation, and indentation Format cells by using Format Painter Wrap text within cells Apply number formats Apply cell styles Clear cell formatting
   Define and reference named ranges
   Define a named range
   Name a table
   Summarize data visually
   Insert Sparklines
   Apply built-in conditional formatting Remove conditional formatting
3. **Manage Tables and Table Data**
   Create and format tables
   Create Excel tables from cell ranges Apply table styles Convert tables to cell ranges
   Modify tables Add or remove table rows and columns Configure table style options Insert and configure total rows
   Filter and sort table data
   Filter records Sort data by multiple columns

4. **Perform Operations using Formulas and Functions**

Insert references

Insert relative, absolute, and mixed references

Reference named ranges and named tables in formulas

Calculate and transform data

Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions

Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

Perform conditional operations by using the IF() function

Format and modify text

Format text by using RIGHT(), LEFT(),

Format text by using UPPER(), LOWER(), and LEN() functions

Format text by using the CONCAT() and TEXTJOIN() functions

5. **Manage Charts**

Create charts

Create charts and chart sheets

Modify charts

Add data series to charts

Switch between rows and columns in source data

Add and modify chart elements

Format charts

Apply chart layouts and styles

Add alternative text to charts for access

Number of Sessions: 4 sessions of 3 hours each
Total Duration: 12 hours
Fees: Rs 15000 per participant