



MICROSOFT OFFICE

WINDOWS EXPLORER

Introduction about computer
How to use keyboard & mouse
Use of Desktop Wallpaper
How to change Properties
How to change Screen Saver
How to Create Folder and File
Copy and Paste - File and Folder
Accessories (Notepad, MS Paint)

INTERNET CONCEPT

How to Create Email Account
How to Check a Mail
How to Send a Mail
How to Attach file to a Mail
How to Open Website
Online Shopping
Online Form Registration

MS WORD

Introduction to MS - Word
Office Button, Font Clipboard
Format Painter, Undo and Redo
Font Face, Size, Styles and Color
Background Color, Change Case
Sub & Super Script, Bullet List
Text Alignments and Borders

Line Spacing, Data Editing
Tables Creating, and Table Tools
Inserting Picture, Shapes & Charts
Creating Hyperlink, Bookmarks
Header & Footer, Page Numbers
Watermark, Page Color & Borders
Table of Contents, Footnotes
Labels Design, Mail Merge, Macros
Word Count, Document Views
Protect Document, Window
Zoom, Function & Shortcut Keys

MICROSOFT POWERPOINT

Introduction to MS - PowerPoint
Creating Designing Slides & Numbers
Creating Photo Album & Layouts
Page Setup, Slide Orientation, Themes
Custom Animations, Transition Sound
Sound Effects & Music, Create Image
Custom & Start Slide Show, Sorter
Rehearse Timings, Arrange All
New Window, Protect Presentation

MICROSOFT ACCESS

Introduction to MS - Access
Tables Creation, Table in Design View
Creating Data Base Forms

MICROSOFT EXCEL

Introduction to M S – Excel
Office Button, Paste Special
Paste Link, Values, Transpose
Clipboard and Font Setting
Cell Borders and Alignment
Wrap Text, Merge & Center
Cell Styles, Cell Size, Visibility
Insert & Delete, Editing
Organize Sheet, Charts
Time and Date Functions
Financial Logical Functions
Text & Statistical Functions
Math and Trig Functions
Hyperlink, Header & Footer
Page Margins, Orientation,
Print Area, Breaks & Size
Page Background, Print Titles
Scale to Fit, Sheet Options
Name Manager, Define Name
Formula Auditing, Sorting
Group & Ungroup, Comment
Protect Sheet, Book Views
Function & Shortcut Keys

ADVANCED EXCEL

V Lookup and H Lookup Formulas
V Lookup & H Lookup Sheet to Sheet
V Lookup & H Lookup Book to Book
Match and Index Formulas
Match and Index Sheet to Sheet
Match and Index Book to Book
Auto Filter and Advanced Filter
Sum if and Count if Formulas
Count A & Count Blank Formulas
Subtotal Functions and Formulas
Creation of Pivot Table, Charts
Refresh Data & Database Formulas
Cell Conditional Formatting
Import Data from Access, Notepad
Export Tables from Excel to Word
Creation Customs List for Text
Text to Columns, Remove Duplicates
Data Validation, Consolidate Tables
Scenario Manager, Data Table
Goal Seek, Macros, Freeze Panes
Data and Number Series Filling
Duration
30 Days
Creating Object, Creating Payrolls

Duration
30 Days



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