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MS OFFICE

(Duration – 1 mnth / 40 Hrs.)

Fees: Rs. 3,500/-

Contents:-

- **MS-Word**
- **MS-Excel**
- **MS-Power Point**
- **Internet**

Topics Covered:-

➤ **MS-Word:-**

- Open a Document
- New Document
- Undo
- Move Around in the Document
- Save
- Select Text
- Cut / Copy / Paste information
- Spelling Check
- Align Text
- Font
- Indent paragraphs
- Margin Settings
- Page Break and Numbering
- Paragraph and Line Spacing
- Creating Macros
- Creating Mail Merge
- Creating a Table

➤ **MS-Excel:-**

- Introducing to Excel Window
- Select Cells, Columns, Rows
- Adjust and Hide Columns
- Align Data in a Cells
- Clear Cell Contents
- Copy Cell Contents
- Delete Cells, Columns or Rows
- Edit Cell Data
- Enter Cell Data
- Format numbers
- Move Cell Contents
- Sheet Tabs
- Create simple Formulas
- Create functions
- Print Workbook Data
- Create a Chart

➤ **MS – PowerPoint:-**

- Opening a Dialog Box
- Power Point Screen in Normal View
- Design Templates
- Slide Sorter View
- Background
- Slide Layout
- Slide Master
- Headers and Footers
- Insert Objects
- Transitions
- Preset Animation
- Slide Show Viewing

➤ **Internet:-**

- Introduction to Internet
- How to get connected
- Introduction to Web Browser
- To create E-Mail ID
- To Send and receive Messages
- To send and Receive Attachments, greeting Cards
- Surfing