

Microsoft Office

Module 1: Microsoft Word

Unit 1: Introduction to MS Word

- Introduction to Microsoft Office Suite
- Understanding the Word Interface
- Ribbon Tabs and Groups
- Quick Access Toolbar
- Title Bar and Status Bar
- View Options
- Document Layout and Navigation
- Creating, Opening and Saving Documents

Unit 2: Text Formatting

- Selecting Text
- Font Styles and Sizes
- Text Color
- Highlighting Text
- Bold, Italic, Underline
- Superscript and Subscript
- Change Case
- Format Painter

Unit 3: Paragraph Formatting

- Alignment (Left, Center, Right, Justify)
- Line and Paragraph Spacing
- Indentation
- Bullets and Numbering
- Borders and Shading
- Tabs and Tab Stops

Unit 4: Page Formatting

- Margins
- Orientation
- Paper Size
- Columns
- Page Breaks
- Section Breaks
- Watermarks
- Page Color and Borders

Unit 5: Insert Menu

- Tables
- Pictures
- Shapes
- Icons
- SmartArt
- WordArt
- Text Box
- Hyperlinks
- Headers and Footers
- Page Numbers

Unit 6: Advanced Features

- Find and Replace
- Spell Check
- Grammar Check
- AutoCorrect
- Themes
- Templates
- Mail Merge
- Track Changes
- Comments
- Document Protection

Word Project

Create a Professional Resume and Business Proposal Document containing:

- Cover Page
- Table of Contents
- Header & Footer
- Images and Tables
- Page Numbering
- Proper Formatting

Module 2: Microsoft PowerPoint

Unit 1: Introduction to PowerPoint

- PowerPoint Interface
- Ribbon and Tabs
- Slide Pane
- Notes Pane
- Views in PowerPoint
- Creating and Saving Presentations

Unit 2: Slide Creation

- Adding Slides
- Slide Layouts
- Themes
- Design Ideas
- Formatting Slides

Unit 3: Text and Formatting

- Text Boxes
- Font Formatting
- Alignment
- Lists and Numbering
- Shapes and Icons
- WordArt

Unit 4: Visual Elements

- Pictures
- Online Images
- SmartArt
- Charts
- Tables
- Screenshots

Unit 5: Multimedia Features

- Audio
- Video
- Screen Recording
- Hyperlinks
- Action Buttons

Unit 6: Presentation Effects

- Transitions
- Animations
- Animation Pane
- Morph Transition
- Slide Timing

Unit 7: Presentation Delivery

- Presenter View
- Rehearse Timings
- Slide Show Settings
- Export to PDF
- Print Options

PowerPoint Project

Create a Professional Business Presentation (10–15 Slides) including:

- Cover Slide
- Company Introduction
- Charts and Tables
- SmartArt
- Images
- Animations
- Final Presentation Delivery

Module 3: Microsoft Excel

Unit 1: Introduction to Excel

- Workbook and Worksheet
- Rows and Columns
- Cells and Ranges
- Excel Interface
- Ribbon and Tabs
- Workbook Navigation

Unit 2: Data Entry and Formatting

- Entering Data
- Editing Data
- Cell Formatting
- Number Formats
- Conditional Formatting
- Cell Styles

Unit 3: Basic Formulas

- Formula Basics
- Relative and Absolute References
- AutoFill

Unit 4: Essential Functions

- SUM()
- AVERAGE()
- MAX()
- MIN()
- COUNT()
- COUNTA()
- IF()
- ROUND()

Unit 5: Data Management

- Sort Data
- Filter Data
- Freeze Panes
- Data Validation

Unit 6: Basic Charts

- Column Chart
- Bar Chart
- Pie Chart
- Line Chart
- Formatting Charts

Excel Project

Create a Student Result Management Sheet containing:

- Student Marks
- Total Calculation
- Average Calculation
- Grade Calculation using IF()
- Charts and Reports

Module 4: Introduction to Artificial Intelligence

Unit 1: Understanding AI

- What is AI?
- AI vs Traditional Software
- Types of AI
- Real-life Applications

Unit 2: Generative AI

- Introduction to Generative AI
- ChatGPT Basics
- AI for Students
- AI for Office Work

Unit 3: AI Productivity Tools

- ChatGPT
- Microsoft Copilot
- Gemini
- Canva AI

Unit 4: Practical Applications

- Writing Documents using AI
- Creating Presentations using AI
- Excel Formula Assistance
- Research and Summarization

AI Mini Project

Create:

- One AI-generated report
- One AI-generated presentation
- One AI-assisted spreadsheet

Final Capstone Project

Office Automation Project

Students will create:

1. Professional Report in MS Word
2. Business Presentation in PowerPoint
3. Data Analysis Sheet in Excel
4. AI-assisted content generation

The final project must combine Word, PowerPoint, Excel and AI tools into a complete business solution.

We are providing Training in Below Courses

Project Training

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Internship

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|---------------|------------------------|---------------|
| C/C++ | Python / Django | Data Analysis |
| DSA | React Js / Angular Js | Power BI |
| DBMS | MERN / MEAN | AI / ML |
| Mongo DB | Full Stack Development | Data Science |
| Java/Ad. Java | | Generative AI |

- ***Certified Courses.***
- ***100% job assistance*.***
- ***Courses with Hands-On Projects.***