

STUDY TECH

Microsoft Office Application

Course Duration: 3 Months

Microsoft Office Word Document



- ★ Computer Basic
- ★ Hardwar Concept
- ★ Computer Settings
- ★ Operating System Software
- ★ Software Install & Uninstall

Home Menu



- ★ Type Writing
- ★ Clipboard,
- ★ Font
- ★ Paragraph

Home Menu



- ★ Styles,
- ★ Paragraph
- ★ Editing
- ★ Type Writing Bangle

Insert Menu



- ★ Page,
- ★ Table
- ★ Illustration

Insert Menu



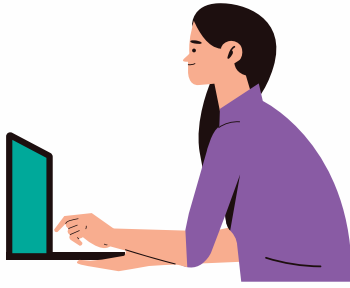
- ★ Illustration
- ★ Links
- ★ Header Footer

Insert Menu



- ★ Symbol
- ★ Text

Page Layout Menu



- ★ Themes
- ★ Page Setup
- ★ Page Background
- ★ Paragraph
- ★ Arrange

References Menu



- ★ Table of Contents
- ★ Footnotes
- ★ Citations & Bibliography
- ★ Caption
- ★ Index
- ★ Table of Authorities

Mailings Menu



- ★ Start Mail Merge
- ★ Write & Insert Fields
- ★ Preview Results
- ★ Mailing Finish

Review & view Menu



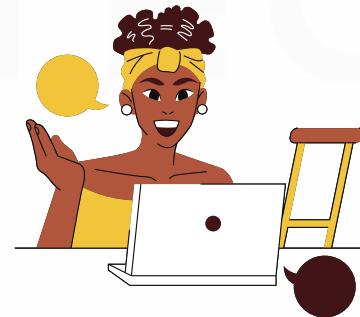
- ★ Proofing
- ★ Comments
- ★ Tracking
- ★ Changes
- ★ Document Views
- ★ Show/Hide
- ★ Zoom
- ★ Window
- ★ Macros

Exam & Project



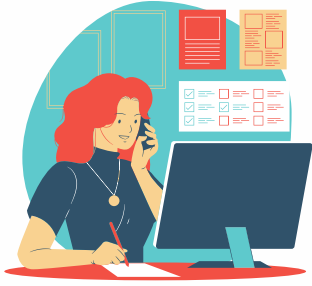
- ★ CV Writing
- ★ Some Project
- ★ Review Summary

Microsoft Excel Document



- ★ Home & Formula
- ★ Clipboard
- ★ Font
- ★ Alignment

Home & Formula



- ★ Number
- ★ Style
- ★ Cell
- ★ Editing

Insert & Page Layout



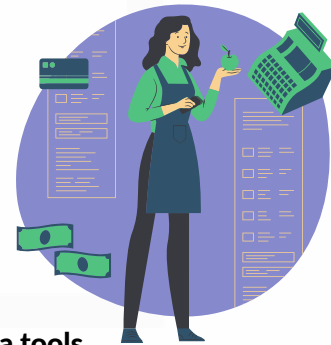
- ★ Table
- ★ Illustration
- ★ Links
- ★ Header Footer
- ★ Text
- ★ Symbol
- ★ Themes
- ★ Page Setup
- ★ Page Background
- ★ Paragraph
- ★ Arrange

Formula menu



- ★ Function Library
- ★ Calculation
- ★ Formula auditing
- ★ Define names

Data



- ★ Data tools
- ★ Short & filter
- ★ Connection

Review & view Menu



- ★ Proofing
- ★ Comments
- ★ Tracking
- ★ Changes
- ★ Compare
- ★ Document Views
- ★ Show/Hide
- ★ Zoom
- ★ Window
- ★ Macros

Exam & Project



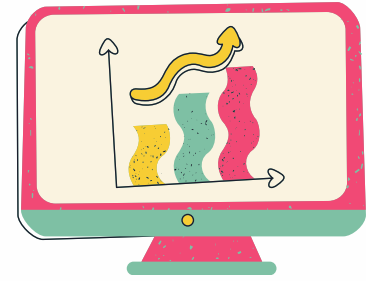
- ★ Salary Sheet
- ★ Review Summary

PowerPoint Presentation



- ★ Home, Insert & Design

Animation, Slideshow & Review



Exam & Project



- ★ Presentation Project
- ★ Review Summary

Microsoft Office Access-Database



- ★ Data Entry
- ★ Microsoft Access Program Database Sheet
- ★ Data Type
- ★ Data Sheet View
- ★ Table Save and Edit

Data Query



- ★ Select Query
- ★ Conditional Query
- ★ Internet Browsing

Exam & Project



- ★ Data Entry Project
- ★ Review Summary

▶ (Unlimited Support for Life-Time)

The END