



Advanced Excel & MIS Training Institute

Part of IPT (Institute of Professional of Training

This is Group of Working Professional Do Freelance with Us you can join our Class from your Computer using Gotomeeting
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M S Office 2024/365 Course Outline

Word 2024/365 Basic Course Outline

- Unit 1: Getting started
 - Topic A: The Word window
 - Topic B: New documents
 - Topic C: Document navigation
- Unit 2: Editing text
 - Topic A: Working with text
 - Topic B: The Undo and Redo commands
 - Topic C: Cut, copy, and paste
 - Topic D: Find and replace
- Unit 3: Text formatting
 - Topic A: Character formatting
 - Topic B: Tab settings
 - Topic C: Paragraph formatting
 - Topic D: Paragraph spacing and indents
- Unit 4: Tables
 - Topic A: Creating tables
 - Topic B: Working with table content
 - Topic C: Changing the table structure
- Unit 5: Page layout
 - Topic A: Headers and footers
 - Topic B: Page setup
- Unit 6: Graphics
 - Topic A: Adding graphics and clip art
 - Topic B: Working with graphics
- Unit 7: Proofing, printing, and exporting
 - Topic A: Spelling and grammar
 - Topic B: AutoCorrect
 - Topic C: Printing and exporting documents

Word 2024/365 Intermediate Course Outline

- Unit 1: Styles and outlines
 - Topic A: Examining formatting
 - Topic B: Working with styles
 - Topic C: Working with outlines
- Unit 2: Table formatting
 - Topic A: Table design options
 - Topic B: Table data
- Unit 3: Illustrations
 - Topic A: Creating diagrams
 - Topic B: Working with shapes
 - Topic C: Formatting text graphically
- Unit 4: Advanced document formatting

Excel 2024/365 Basic Course Outline

- Unit 1: Getting started
 - Topic A: Spreadsheet terminology
 - Topic B: The Excel environment
 - Topic C: Navigating a worksheet
 - Topic D: Using a template
- Unit 2: Entering and editing data
 - Topic A: Entering and editing text and values
 - Topic B: Entering and editing formulas
 - Topic C: Saving and updating workbooks
- Unit 3: Modifying a worksheet
 - Topic A: Moving and copying data
 - Topic B: Moving, copying, and viewing formulas
 - Topic C: Absolute and relative references
 - Topic D: Inserting and deleting ranges, rows, and columns
- Unit 4: Functions
 - Topic A: Entering functions
 - Topic B: AutoSum
 - Topic C: Other common functions
- Unit 5: Formatting
 - Topic A: Text formatting
 - Topic B: Row and column formatting
 - Topic C: Number formatting
 - Topic D: Conditional formatting
 - Topic E: Additional formatting options
- Unit 6: Charts
 - Topic A: Chart basics
 - Topic B: Formatting charts
- Unit 7: Graphics
 - Topic A: Working with pictures
 - Topic B: Conditional formatting with graphics
 - Topic C: SmartArt graphics
- Unit 8: Printing
 - Topic A: Preparing to print
 - Topic B: Page Setup options
 - Topic C: Printing worksheets

Excel 2024/365 Intermediate Course Outline

- Unit 1: Managing workbooks and worksheets
 - Topic A: Viewing large worksheets
 - Topic B: Printing large worksheets
 - Topic C: Working with multiple worksheets
 - Topic D: Linking worksheets with 3-D formulas
 - Topic E: Using multiple workbooks
 - Topic F: Linking workbooks

PowerPoint 2024/365 Basic Course Outline

- Unit 1: Getting started
 - Topic A: The PowerPoint interface
- Unit 2: Creating presentations
 - Topic A: Creating a basic presentation
 - Topic B: Working with slides
- Unit 3: Editing slide content
 - Topic A: Formatting text and lists
 - Topic B: Editing efficiently
- Unit 4: Working with shapes
 - Topic A: Creating shapes
 - Topic B: Formatting shapes
 - Topic C: Applying content to shapes
- Unit 5: Graphics
 - Topic A: WordArt
 - Topic B: Pictures
- Unit 6: Tables and charts
 - Topic A: Tables
 - Topic B: Charts
 - Topic C: SmartArt
- Unit 7: Preparing and printing presentations
 - Topic A: Proofing presentations
 - Topic B: Preparing a presentation
 - Topic C: Printing presentations

PowerPoint 2024/365 Advanced Course Outline

- Unit 1: Slide masters and transitions
 - Topic A: Slide masters
 - Topic B: Transitions and timings
 - Topic C: Custom slide shows
- Unit 2: Graphics and media
 - Topic A: Modifying graphics
 - Topic B: Media clips
 - Topic C: Animations
 - Topic D: Photo albums
- Unit 3: Customizing slide elements
 - Topic A: Working with SmartArt graphics
 - Topic B: Customizing tables
 - Topic C: Working with charts
- Unit 4: Action buttons and equations
 - Topic A: Action buttons
 - Topic B: Equations
- Unit 5: Integrating Microsoft Office files

Outlook 2024/365 Basic Course Outline

- Unit 1: Getting started
 - Topic A: The program window
 - Topic B: Outlook Today
- Unit 2: Email basics
 - Topic A: Reading messages
 - Topic B: Creating and sending messages
 - Topic C: Working with messages
 - Topic D: Handling attachments
 - Topic E : Printing messages and attachments
- Unit 3: Email management
 - Topic A: Setting message options
 - Topic B: Organizing the Inbox folder
 - Topic C : Managing junk email
- Unit 4: Contacts
 - Topic A: Working with contacts
 - Topic B: Address books
 - Topic C: Using contact groups
- Unit 5: Tasks
 - Topic A: Working with tasks
 - Topic B: Managing tasks
- Unit 6: Appointments and events
 - Topic A: Creating and sending appointments
 - Topic B: Modifying appointments
 - Topic C: Working with events
 - Topic D: Using Calendar Views
- Unit 7: Meeting requests and responses
 - Topic A: Scheduling meetings
 - Topic B: Managing meetings

Outlook 2024/365 Advanced Course

- Outline Unit 1: Customizing Outlook
 - Topic A: The Outlook environment
 - Topic B:General options and account settings
 - Topic C: Quick Steps
 - Topic D: The Folder pane and Navigation bar
- Unit 2: Customizing messages
 - Topic A: Message appearance
 - Topic B: Signatures
 - Topic C: Voting buttons
 - Topic D: Out-of-office messages
- Unit 3: Mailbox organization and management
 - Topic A: Setting rules
 - Topic B: Managing your mailbox
- Unit 4: Organizing items

Topic A: Creating and formatting sections
Topic B: Working with columns
Topic C: Document design
Unit 5: Document sharing
Topic A: Document properties
Topic B: Tracking changes
Topic C: Finalizing documents
Unit 6: Mail Merge
Topic A: Form letters
Topic B: Data sources for the recipient list
Topic C: Mailing labels and envelopes
Word 2024/365 Advanced Course Outline
Unit 1: Document interactivity
Topic A: Creating forms
Topic B: Inserting objects and charts
Topic C: Web pages
Unit 2: Document references
Topic A: Tables of contents and captions
Topic B: Indexes, bibliographies, and footnotes
Unit 3: Working efficiently
Topic A: Customizing the ribbon
Topic B: Building Blocks
Topic C: Master documents
Unit 4: Macros and VBA fundamentals
Topic A: Simple macros
Topic B: Visual Basic for Applications
Topic C: Modifying and creating macros
Topic D: Word objects
Unit 5: VBA programming
Topic A: Control structures
Topic B: VBA forms
Topic C: Debugging and error handling

Unit 2: Advanced formatting
Topic A: Using special number formats
Topic B: Working with themes
Topic C: Other advanced formatting

Unit 3: Outlining and subtotals
Topic A: Outlining and consolidating data
Topic B: Creating subtotals

Unit 4: Cell and range names
Topic A: Creating and using names
Topic B: Managing names

Unit 5: Data structure and tables
Topic A: Sorting and filtering data
Topic B: Working with tables

Unit 6: Web and sharing features
Topic A: Saving workbooks as Web pages
Topic B: Using hyperlinks

Unit 7: Documenting and auditing
Topic A: Auditing features
Topic B: Comments in cells and workbooks
Topic C: Protection
Topic D: Workgroup collaboration

Unit 8: Application settings and templates
Topic A: Application settings
Topic B: Working with templates

Topic A: Applying content from a Word outline
Topic B: Embedding and linking content

Unit 6: Finalizing and distributing presentations
Topic A: Reviewing and finishing
Topic B: Distributing presentations

Unit 7: Customizing PowerPoint
Topic A: Application settings

Topic A: Folders
Topic B: Searching
Topic C: Advanced filtering
Topic D: Categories

Unit 5: Notes and Journals
Topic A: Recording information with notes
Topic B: Tracking activities with the Journal

Unit 6: Collaboration
Topic A: Sharing your calendar and contacts
Topic B: Staying informed with RSS

Appendix A: Connecting with SharePoint
Topic A: Connecting with colleagues via Outlook Social Connectors