

I. MS OFFICE ADVANCE COURSE CONTENTS

MS Word 2003 -Advanced

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Insert Pictures and Clip Art
- ✓ Mail Merge
- ✓ Index and Cross Reference in Word documents
- ✓ Automate your Correspondence
- ✓ Publishing Word Documents on the Web

Course Contents:

- ❑ Inserting Pictures and Clip Art
- ❑ Create Section Breaks
- ❑ Create Multiple Column Documents
- ❑ Mail Merge
 - Creating the Main Document
 - Creating the Data Source
 - Merging the Documents
- ❑ Protecting Documents
 - Track Changes
 - Password protection
- ❑ Compare and Merge Documents
- ❑ Auto Summarize
- ❑ Version Control
- ❑ Work with Tools that made Documents easy to use
 - Create Bookmarks & Cross references
 - Create Index & Table of Contents
- ❑ Work with Templates
 - Use Word Templates to create documents
 - Create Custom Templates
- ❑ Formatting Documents Automatically
 - Checking Grammar
 - AutoCorrect Feature
 - Using Letter Wizard
- ❑ Publishing Word Files on the Web
 - Adding Links to your Web Page
 - Adding Multimedia Features

MS Excel 2003 -Advanced

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Insert Pictures, Work with Data
- ✓ Maintain an Excel Database
- ✓ Sorting and Filtering Data
- ✓ Using Workbooks for Larger Project
- ✓ Analyzing Data using Pivot tables

Course Contents:

- Inserting Pictures
- Working with data
 - Create Cell References of different types
 - Cell
 - Named
 - Use Functions
- Linking Data across sheets
 - Source & Destination Files
- Sorting and Filtering Data within a Sheet
 - Use Excel for Database management
 - Database concepts
 - Sorting Data
 - Filtering Data
 - Data Forms
 - Create Pivot Tables and Pivot Charts
- Goal Seek & Scenario
 - Tools for What-If Analysis
- Work with Templates
 - Existing
 - New
- Subtotals
- Importing External Data
- Scenario Summary
- Track Changes History sheet
- Using Workbooks for Larger Project
 - Linking Cells in a Workgroup
 - Understanding Cross References
 - Linking Cells between Workgroup

MS PowerPoint 2003-Advanced

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Insert Pictures and ClipArt, Charts
- ✓ Work with Layouts and Color Schemes
- ✓ Working with Organization Charts
- ✓ Slide Transitions

Course Contents:

- Inserting Pictures and ClipArt
 - Modify the visual impact of slides by adding pictures and clip arts
- Inserting Charts
 - Creating Graphs and Charts
 - Creating Graphical Bullets
- Working with Layouts and Color Schemes
- Creating Organizational charts and Diagrams
- Slide Transitions
 - Adding Transitions and Animation
 - Set Slide Timings
 - Customizing
 - Drawings on Slides
- Custom Animations
 - Applying different Effect to Objects like Text and Clip Arts etc.
 - Managing sequence of animation
- Generating custom shows
- Using rehearse Timing
- Generating professional presentations and deployment.