

# INTRODUCTION TO MICROSOFT OFFICE FUNDAMENTALS

Guided Learning Hours: 42 | Duration: 6 Weeks

WITH



KBM MEDIA  
SCHOOL



## Weekly Hours Division

Introduction to Ms Word 2007 : **14 Hrs**

Introduction to Ms Excel 2007 : **14 Hrs**

Introduction to Ms Power point 2007 : **14 Hrs**

<b>Microsoft Office 2007</b>		
<b>Ms Word 2007</b>	<b>Ms Excel 2007</b>	<b>Ms Power point 2007</b>
How to create and save a document in various file formats	Know how to create and save a spreadsheet in various formats	Know how to create and save a presentation in various formats
Know how to Customize and Modify the Documents in Word Processing Application	Know how to enter data in cells and create various lists	Know about various presentation views and their uses
How to select, enter and edit a word processing document	Practice in editing rows and columns in spreadsheets	Know about different presentation layouts and designs
Know how to insert, delete and merge rows and columns in tables	Know how to select, copy, move, filter, sort and delete data	Know how to edit and format content in slides
How to use various style options	Hot manage and organize multiple sheets	Have a grip on giving unique titles in slides
How to insert and select Images and Tables	Know how to rename, copy, move and delete worksheets	Know how to create, edit and format various charts
Know how to insert objects and images into word processing document	Know how to use built in and custom built error free formulas	Know how to use and format various images and videos in slides
Know how to apply various page settings into the documents	Know how to format data in worksheets	Know about using custom built animations and effects in presentation slides
Know how to use the Mail Merge features to create form letters in Word Processing	Know how to create and format various charts	Know how to run and proof read presentation slides before presenting them finally
Know how to review the content by applying grammar and spell check options in the documents	Know about page settings of worksheets	Know how to utilize custom built help features available in the application
Know how to utilize custom built help features available in the application	Know how to adjust content settings before printing out the worksheet	
How to prepare a professional resume in Ms Word	Know how to create and modify charts	