



# MS Office Ultimate Course.

Classroom | Online | Corporate

# WHY

## School of Analytics

“As one of the INDIA's leading tech training and talent organisations, SOA helps individuals ranging from those at the start of their journey who want to learn MS Office to seasoned professionals looking to develop and extend professional services competencies, with training to get the most of MS Office.”



# Learning Pathway .

## 01 MS Word

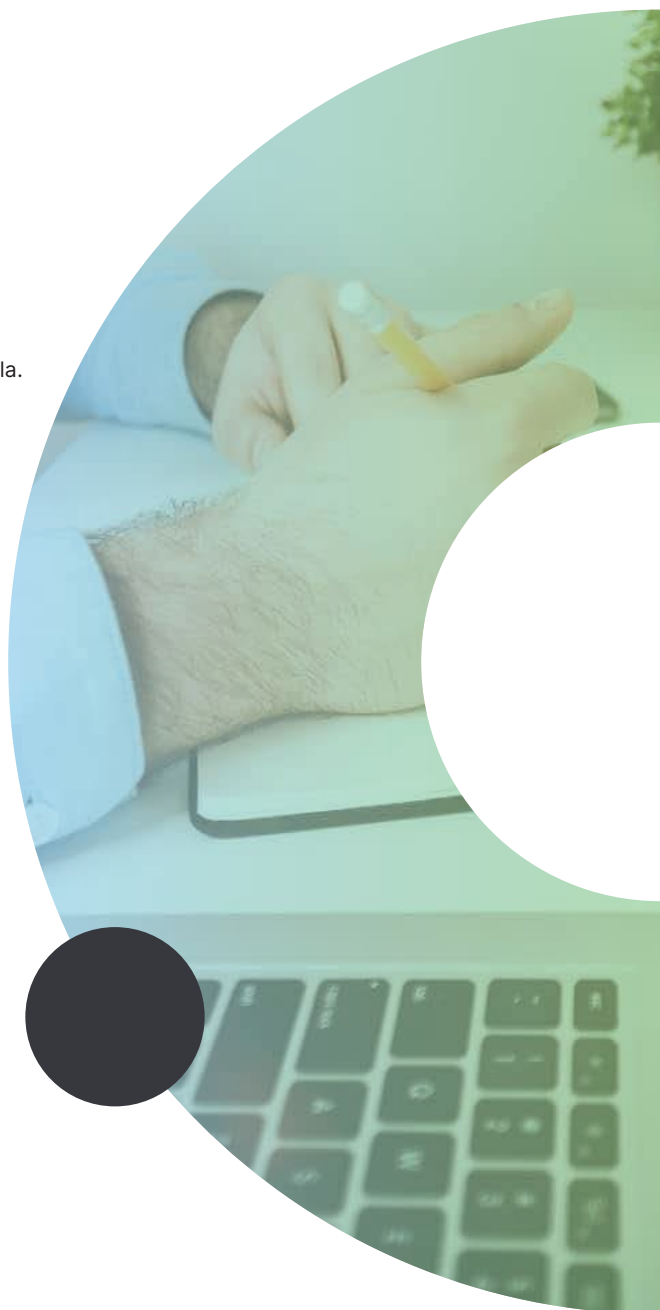
- How to get started with Word
- Word basics including navigation, editing and saving
- Character formatting in Word including Format Painter and AutoCorrect
- How to properly work with bullets and numbering in Microsoft Word
- All about formatting paragraphs and managing lists
- Working with Tables in Word including formatting, converting data and formula.
- Page appearance including page-breaks, watermarks and styles
- All about Sectioning a document
- Inserting graphics, pictures, shapes, icons and 3d models
- All about mail-merge
- How to create an Index or Contents page
- Reviewing and Printing in Word and Page Setup

## 02 Basic Excel

- What's new in Excel 2019
- Creating workbooks
- Entering text, numbers and working with dates
- Navigating workbooks
- Page setup and print options
- Working with rows, columns and cells
- Cut, Copy and Paste
- Introduction to functions and formulas
- Formatting in Excel, including formatting cells and numbers
- Creating charts and graphs
- Sorting and Filtering
- Introduction to PivotTables
- Logical and lookup formulas - the basics

## 03 Power Point

- How to navigate around PowerPoint
- Presentation dos and don'ts
- Text and bullet edition options
- How to use graphics, images, objects and shapes
- Using SmartArt
- Working with Charts and Graphs
- How to utilize Master Slides and just how much time this could save you
- How to add audio and video to a presentation
- All about transitions between slides
- Animation, the animation pane and motion paths
- Setting your slideshow options
- Presentation preparation and delivery
- The backstage area of PowerPoint including printing a presentation





Let us know how we can help you, or your  
organisation with your learning or  
talent requirements.

## CONTACT US



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