



MS-Office



Experience Level: **BEGINNER**



Number of Classes: **30**



Age Range: **ALL AGES**

01

MS - Word.

- Getting started.
- Paragraph formatting.
- Managing lists.
- Tables.
- Styles.
- Controlling page appearance.
- Sectioning.
- Graphics.
- Envelopes, Labels and Mail merge.



+91 9953941983



info@omniowl.in

02

02

MS - Excel.

- Getting started.
- Manipulating workbooks.
- Managing rows, columns and cells..
- Formulas and Functioning.
- Charts.
- Sorting and Filtering.
- Outline and Subtotaling.
- Advanced Formulae.
- Pivot Tables and Pivot Charts
- Dashboarding

03

MS - PowerPoint

- Getting started.
- Text and bullet editing.
- Graphics.
- Working with Objects.
- Editing images.
- SmartArt, Tables, Charts, Media.
- Transitions and Animations.
- Hyperlinks and Action Buttons



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