



# Opus Solution Pvt LTD

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## Microsoft Office

### ❖ **Course Description:**

Office management course has been used in billions of offices around the world for many years now. Microsoft's office suites are used in almost every business for different purposes. In the office management course, we will surely meet your almost all needs. In Office management, each program offers a range of powerful and effective features. On completion of the course, you will be more familiar with the terminology surrounding computers and can easily create MS Office Document and be able to send and receive emails. Office Management is a complete professional and job oriented training for those people who wants to learn computer and office management in an efficient, excellent and super easy way. In this course, all the real-life examples will be given throughout the lectures.

### ❖ **Modes of Trainings Available:**

- Online Training
- Class Room Training
- Regular Classes Available
- Weekend Classes Available

## Course Outline

### **Why Office Management Course???**

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Office Management is a complete professional and job oriented training for those people who wants to learn computer and office management in an efficient, excellent and super easy way. In this course, all the real-life examples will be given throughout the lectures.

### **Office Management Course Contents**

Microsoft Office contents follow the Microsoft standards. This course is designed to meet the requirements of all the users who need to work in homes and offices. In Office Management Course, you will learn Computer Fundamentals, Word, Excel, PowerPoint, outlook and much more from highly qualified Computer Professional. Its big reason is the curriculum, which is very up to date.



## **Introduction to Computers**

### **1) What is a Computer?**

### **2) Components of a Computer**

- a. Hardware (Briefly introduction related to all terms)
- b. Software (Briefly introduction related to all terms)

### **3) System Software**

- a. Operating System (Windows 7/8/10)

### **4) Application Software**

- a. MS Office

### **5) Operating System**

- a. Windows 7 Desktop

## **Microsoft Word**

### **1) Getting Started With Microsoft Word**

- a. Creating a basic document
- b. Saving a new document
- c. Preview document
- d. Printing document

### **2) Editing a Document**

- a. Inserting and selecting text
- b. Moving and copying text
- c. Deleting text
- d. Undo and Redo commands
- e. Finding and replacing text

### **3) Formatting Text**

- a. Applying font styles
- b. Applying font effects
- c. Changing text color
- d. Highlighting text
- e. Bulleting text

### **4) Formatting Paragraphs**

- a. Set tabs to align text
- b. Controlling paragraph layout
- c. Adding borders
- d. Applying shading and style

### **5) Adding Table**

- a. Creating a table
- b. Modifying the table
- c. Formatting the table
- d. Table toolbar

### **6) Header and Footer**

### **7) Creating header and footer**

- a. Editing header and footer



- b. Insert page number
  - c. Inserting text on header
  - d. Creating footnote and endnote
  - e. Editing footnote and endnote
- 8) Drawing Toolbar – Word Art**
- a. Using Drawing toolbar
  - b. Using auto shape
  - c. Adding shadows and text to a shape
  - d. Creating word art
- 9) Create Word Macros**
- a. Creating a macro
  - b. Assigning a macro to the keyboard
  - c. Deleting macro
- 10) Proofing a Document**
- a. Check spelling and grammar
  - b. Word counting
  - c. Customize autocorrect options

## Microsoft Excel

### 1) Getting Started With MS Excel

- a. Introduction to Excel Window
- b. Workbook & worksheet
- c. Entering text and numbers
- d. Edit text
- e. Cell formatting
- f. Font formatting
- g. Merge cells
- h. Save workbook

### 2) Formulas and Functions

- a. Entering formulas
- b. Copying data and formulas
- c. Using AutoSum
- d. Understanding functions
- e. Using simple aggregate functions (Sum, Average, Min, Max, Sqrt)
- f. Copying formulas

### 3) Editing Features

- a. Using cut, copy, and paste commands
- b. Using paste special command
- c. Selection and Navigation techniques

### 4) Working with the Large Workbooks

- a. Freezing and unfreezing panes
- b. Splitting windows
- c. Inserting page breaks for printing-



## **5) Working with Charts**

- a. Creating charts using Chart Wizard
- b. Creating different types of charts
- c. Including titles and values in charts
- d. Formatting of charts

## **6) Inserting Graphic Objects**

- a. Insert and modify pictures and clipart
- b. Draw and modify shapes

## **7) Previewing and Printing**

- a. Previewing worksheets
- b. Page setup
- c. Printing of worksheets in multiple pages

## **8) Simple Database Operation**

- a. Sorting tables
- b. Filtering data with auto filter
- c. Referring data from other worksheets
- d. Create hyperlinks

## **Microsoft PowerPoint**

### **1) Getting Started With PowerPoint**

- a. Microsoft Office Toolbar
- b. Quick Access Toolbar
- c. Mini Toolbar

### **2) Create a Presentation**

- a. Making a Presentation
- b. Saving a Presentation
- c. Adding Slides
- d. Applying Themes

### **3) Working with Content**

- a. Entering Text
- b. Selecting Text
- c. Copying and Pasting Text
- d. Cutting and Pasting Text
- e. Undo/Redo actions
- f. Spell Checking

### **4) Formatting Text**

- a. Changing font face and Size
- b. Changing Font Styles and Effects
- c. Changing Text Color
- d. WordArt
- e. Changing Paragraph Alignment
- f. Indenting Paragraphs
- g. Text Direction



## 5) Adding Content

- a. Resizing a Textbox
- b. Bulleted Lists
- c. Numbered Lists
- d. Nested Lists
- e. Formatting Lists
- f. Adding Video
- g. Adding Audio

## 6) Graphics

- a. Inserting a Picture
- b. Inserting a ClipArt
- c. Editing Picture
- d. Editing ClipArt
- e. Inserting Shapes
- f. Inserting SmartArt

## 7) Tables

- a. Creating a Table
- b. Entering Data in a Table
- c. Formatting a Table
- d. Inserting a Table from Word or Excel

## 8) Charts

- a. Creating a Chart
- b. Editing Chart Data
- c. Modifying a Chart
- d. Chart Tools

## 9) Slide Effects

- a. Applying Slide Transitions
- b. Applying Slide Animation
- c. Animation Preview

## 10) Printing

- a. Printing a Presentation

## Internet

### 1) Introduction to Internet

### 2) Getting and Using an Email Account

- a. Creating an Email account
- b. Using an Email account

### 3) MS Outlook

- a. Setup an new Email account
- b. Add Email Attachments
- c. Setup a Second Outlook Express Account
- d. Add a Signature to all outgoing emails