Microsoft Office (2016 & 2019) Training Curriculum

STRUCTURE

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"Our MS Office training makes sure that you are way ahead of your colleagues. So, hurry up and enroll today to work faster and smartly."

Course Objectives:

- Learn the essentials of Microsoft Office Suite with our expert trainers and the training team at Croma Campus.
- Become a master of the entire Microsoft Office suite, including Excel, Word, PowerPoint, Outlook, Access, and more.
- Prepare yourself for the related certification and gain credentials.
- Make yourself industry-ready and learn all essentials in less time and budget.
- Start applying for jobs and gain attractive packages.

Course Description:

Microsoft office is a suite of desktop applications and services such as Microsoft Word, Excel, Access, PowerPoint, OneDrive and Outlook, designed for Microsoft Windows and Mac OS X operating systems.

A training course in Microsoft Office will demonstrate your expertise in a specific Microsoft technology. This expertise can be used to gain all kinds of work-related or personal benefits. Also, the skills acquired will help you make your work much easier and streamlined.

Use the full power of Microsoft Office. Be more productive / help your teams become more productive. All the best for a new beginning and successful career ahead!

Who should attend this course:

The prerequisites for this course are nothing more than basic computer skills. This course is especially popular among students as they have recognized its importance and wish to choose a technology that helps them plan a better career. However, anyone who wants to brush up their skills or find a suitable job can apply for this course or certification.

Professionals who have benefited from this course are teachers, researchers, officers, auditors and accountants, to name a few.

Course Highlights:

- ✓ Microsoft Word 2016 and 2019
- ✓ Microsoft Excel (Excel Macros + Excel Charts + Dashboard & Reporting)
- ✓ Microsoft Outlook 2016 and 2019
- ✓ Microsoft PowerPoint 2016 and 2019
- ✓ Microsoft Access 2016 and 2019
- ✓ Microsoft Publisher 2016 and 2019

Course Content: Microsoft Word 2016 & 2019

Module 1: Introduction

- Overview
- About Microsoft Suite
- About Microsoft Word
- Course objectives
- Microsoft office 2016 features
- Microsoft office 2019 features
- Microsoft Word 2016 vs 2019: What's new?
- Basic word concepts and terminologies
- Creating and naming a new document
- How to save a document?
- How to open and close a document?

Module 2: Word 2016 fundamentals

- Understanding Ribbon & Tools
- Managing Document Versions
- Organizing Styles
- Working with Macros
- Set Tracking Options
- Preparing Documents for Review
- How to Delete Document Versions?
- Marking Documents as Final
- Tracking Changes
- Managing Comments

Module 3: Word 2019 New Features

- Inserting SVG Icons into your document
- Inserting Equations into Documents
- Working with 3D models
- Inserting Header & Footer
- Merging and Comparing Documents
- Work with Word Assistant
- Using Learning Tools
- Learn Word 2019 Translate Feature

Module 4: Advanced Microsoft Word

- Advanced Formatting
- Creating Custom Fields
- Designing Advanced Layout Options
- Advanced Character Attributes
- Linking Text Boxes

- Advanced Styles
- Advanced Style Options
- Advanced Ordering & Grouping

Module 5: Master Documents

- Work with Master Documents
- Linking Document Elements
- Creating Indexes
- Auto marking Entries

Module 6: Advanced Microsoft Word Publishing

- Creating Table of Contents (TOC)
- Create Table of Figures
- Work with Citations
- Cross Referencing
- How to Create Forms?
- Working with Content Controls
- Command Buttons on Forms
- Mail Merge Operations
- Microsoft Word Best Practices

Course Content: Microsoft Excel 2016 & 2019

Module 1: Presenting and Managing Data in Excel 2016 & 2019

- Basic Understanding Menu and Toolbar
- Introduction to different category of functions
- Creation of Excel Sheet Data
- Range Name, Format Painter
- Conditional Formatting, Wrap Text, Merge & Centre
- Sort, Filter, Advance Filter
- Different type of Chart Creations
- Auditing, (Trace Precedents, Trace Dependents) Print Area
- Data Validations, Consolidate, Subtotal
- What if Analysis (Data Table, Goal Seek, Scenario)
- Solver, Freeze Panes
- Various Simple Functions in Excel (Sum, Average, Max, Min)
- Real Life Assignment work

Module 2: Create charts and tables

- Create advanced charts
  - Add trendlines to charts,
  - create dual-axis charts,
  - save a chart as a template

- Create and manage PivotTables
  - Create PivotTables,
  - modify field selections and options,
  - create slicers,
  - group PivotTable data,
  - reference data in a PivotTable by using the GETPIVOTDATA function,
  - add calculated fields,
  - format data
- Create and manage PivotCharts
  - Create PivotCharts,
  - manipulate options in existing PivotCharts,
  - apply styles to PivotCharts,
  - drill down into PivotChart details

Module 3: MIS Reporting and Dashboards

- Dashboard Background
- Dashboard Elements
- Interactive Dashboards
- Type of Reporting in India
- Reporting Analyst
- Indian Print Media Reporting
- Audit Report
- Accounting MIS Reports
- HR Mis Reports
- MIS Report Preparation Supplier, Exporter
- Data Analysis
- Costing Budgeting Mis Reporting
- MIS Reporting for Manufacturing Company
- MIS Reporting for Store and Billing
- Product Performance Report
- Member Performance Report
- Customer-Wise Sales Report
- Collections Report
- Channel Stock Report
- Prospect Analysis Report
- Calling Reports
- Expenses Report
- Stock Controller MIS Reporting
- Inventory Statement
- Payroll Report
- Salary Slip
- Loan Assumption Sheet
- Invoice Creation

Module 4: VBA and Macros

- Introduction to VBA
- Understanding Loops, Conditions & Writing VBA Code
- Variables in VBA
- Working with Cells & Ranges
- Worksheets, Workbooks & Databases
- Working with Charts & Drawing Shapes
- Dealing with Pivot Tables from VBA
- User Forms & Databases – Basics
- User Forms – Advanced
- Integration with other Office Apps
- Additional VBA Techniques – Arrays, Practical Examples
- Class Project & More

Course Content: Microsoft Outlook 2016 and 2019

Module 1: Introduction

- Outlook Screen Overview
- Office Management
- Drag & Drop
- Second Window

Module 2: Email sending & receiving

- Email do's and don'ts
- Autofill importance and email format
- Handling attachments
- Email signatures
- Recall a message
- Quick steps gallery

Module 3: Email Organizing

- Email options
- Voting Buttons
- View Ribbon, Layout Group
- Groups and Conversations
- Search for and Color Code emails
- Inbox Sticky Notes
- Follow-up Flags and Categories
- Folders and Search Folders
- Rules and Alerts

Module 4: Calendar

- Calendar views

- Calendar Display options
- Appointments, Meetings and Events
- Schedule Resources and Schedule View
- Recurring Appointments
- Color Code Appointments
- Search the Calendar
- Printing and Calendar Best Practices

Module 5: Contacts

- New Contacts
- Contact Groups aka Distribution Lists
- Search Contacts and People Pane
- Contact Folders and Groups
- Contact Categories
- Contact Views
- Contacts Backup

Module 6: Tasks and Notes

- Tasks, New and Recurring
- Assign Tasks, Change View
- Task To-Do Bar
- Using Notes

Module 7: Advanced Features

- Email Merge
- Email Merge, Personalized
- Email Merge, Full Color Flyers
- Backup Outlook Folder
- Store Emails Outside of Outlook

Course Content: Microsoft PowerPoint 2016 and 2019

Module 1: Interface and Basics

- Launching PowerPoint and Choosing a Theme
- Adding Slides, Changing Layouts and Exploring the Outline
- Exploring PowerPoint's Views
- Getting Familiar with the Notes Pane
- Customizing the PowerPoint Interface
- Changing Themes and Colors

Module 2: Adding Text and Shapes

- The Content Placeholder and Bullet Levels

- Formatting Text
- Adding and Manipulating Shapes
- Duplicate and Add Multiple Shapes
- Align and Distribute Shapes
- Group and Ungroup Shapes

Module 3: Pictures

- Working with Pictures
- Remove Picture Backgrounds
- Photo Album

Module 4: Info-graphics and Media

- Introducing SmartArt
- Adding and Editing Charts
- Advanced Chart Options
- Structure Your Tables
- Adding Audio
- Adding Video

Module 5: Animations and Transitions

- Less is More
- Basic Animation Types
- Events and Speed
- Motion Path Animations
- Transitions

Module :6 Slide Tasks

- Duplicating and Reordering Slides
- Reusing and Copying Slides
- Working with Slide Sections
- Reset – the Magic Button

Module :7 Delivering Your Presentation

- Printing Slides
- Rehearsing Slides
- Exploring Slide Show Options
- Using Presenter View

Module :8 New Design Features

- Morph Transitions
- Insert Icons
- 3D Animations
- Pre-Animated 3D Models

- Insert Zoom Slides

Course Content: Microsoft Access 2016 & 2019

Module 1: Microsoft Access Fundamentals

- Course Overview
- Microsoft Access Components and Terminologies
- How to Plan and Build an Access Database?
- Building Tables and Fields with Data Types
- Working with Table and Field Properties
- How to Import and Export Data?

Module 2: Asking questions using queries

- Build your first query and setting criteria
- Calculating in a Query Using the Expression Builder
- How to Summarize and Group Data in a Query?
- Building a Parameter Query
- Creating Action Queries
- Module 3: Data engagement using Forms
- Building Quick Forms
- Building a Form from Scratch
- Working with the Property Sheet for a Form
- Building a Popup Form
- Building Navigation Forms

Module 3: Publish your Data using Reports

- Building Quick Reports
- Building a Report from Scratch
- Working with the Property Sheet for a Report
- Building a Multi-Page and Sub Report
- Using the Report Wizard

Module 4: Building meaningful relationships

- Understanding and Setting Primary and Secondary Keys
- Understanding What Normalization Means
- Different Types of Joins
- Applying Joins between Tables and Queries
- Understanding the Relationship Window

Module 5: Adding bells and whistles using Macros

- What Are Macros and Their Benefits?
- Macro Designer Windows and Controls

- Working with Key Commands and Parameters
- Understanding and Setting Auto Macros and Debugging a Macro
- Working with Data Macros

Module 6: Introducing VBA programming

- A Quick Introduction to VBA
- The Visual Basic Editor and Settings
- Understanding the VBA Code
- Working with VBA in Access (Events)
- Testing and Debugging VBA Code

Course Content: Microsoft Publisher 2016 & 2019

Module 1: Overview

- Publisher Screen Overview
- File Ribbon - Info
- File Ribbon - New
- File Ribbon - Other Features
- Quick Access Toolbar

Module 2: Working with Pictures

- Identify Parts of Pre-Made Template
- Manage Picture Tools
- Pictures - Crop
- Pictures - Placeholders
- Pictures - Size, Layers, Group
- Pictures - Align
- Pictures - Adjust, Swap
- Pictures - Styles, Frames, Captions
- Pictures - Find online, Copyright-free

Module 3: Working with Text

- Text box - Word Art
- Text box - Overflow Text
- Text box - Formatting Tools
- Text box - Business Information
- Text box - Building Blocks

Module 4: Page Design

- Page Design –
- Header Footer
- Page Design Ribbon

Module 5: Working with Shape

- Shapes
- Shapes with Pictures
- Shapes - Control Placement
- Shapes - Arrange
- Shapes - Edit Wrap Points

Module 6: Ribbon

- Ribbon - Review
- Ribbon - View
- Ribbon - Home
- Ribbon - File, Save-Print-Export

Module 7: Creative Ideas

- Creative Ideas - Mail Merge
- Creative Ideas - Catalog
- Creative Ideas - QR Codes in Catalog
- Creative Ideas - Tables
- Creative Ideas - Create Picture Files
- Creative Ideas - Keyboard Shortcuts
- Creative Ideas - Color Codes