

## Microsoft Word 2007

### Session-01: Getting Familiar with MS Word 2007

- The Microsoft Word 2007 screen
- The Office Button, Tabs, Groups & Dialog box launcher
- Opening and closing documents
- Saving your file
- Creating a new document
- Font type and font size
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting & Font color
- Copying text formatting
- Selecting text, Inserting, deleting, undo and redo
- Copying & Moving text within a document
- Paragraph marks
- Soft paragraph (line break) marks
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing
- Applying spacing above or below paragraphs
- Applying bullets and numbering

### Session-02: Beautifying the Documents of MS Word 2007

- Adding a border & shading & Watermark
- Changing Page colour
- Finding & Replacing text
- Applying styles to a word, line or a paragraph
- Page orientation and paper size
- Page margins & breaks
- Headers and footers
- Page numbering
- Cover pages
- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, color and style

## Session-03: Graphical Work & Reviewing

- Inserting Pictures, Clip-Art, Shapes & Smart Art
- Inserting Charts
- Selecting, resizing and deleting graphics
- Copying or moving graphics
- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving between documents
- Spell checking a document
- Using built-in custom dictionaries
- Printing options
- Previewing and printing a document
- Creating sections within a document
- Viewing and deleting section breaks within a document

## Session-04: Advance Features & Finalization

- Creating multiple column layouts
- Additional column formatting options, width and spacing
- Applying and deleting column breaks
- Inserting a Text Box
- Resizing, moving and deleting a Text Box
- Inserting text or a graphic into a Text Box
- Formatting Text Boxes
- Linking Text Boxes
- Inserting special characters and symbols
- AutoCorrect options
- AutoFormat as you type
- Animated text effects
- Text wrapping options
- Text orientation formatting options
- WordArt

## Microsoft Excel 2007

### Session-05: Getting Started with MS Excel 2007

- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook

- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type
- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Why are selection techniques important?
- Selecting a cell, range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row, a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column, a range of connecting columns
- Selecting a range of non-connecting columns
- Inserting rows & columns into a worksheet
- Deleting rows & columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width
- Modifying row heights
- Copying the cell or range contents
- Deleting cell contents
- Moving the contents of a cell or range
- Editing cell content
- Undo and Redo
- AutoFill
- Sorting a cell range
- Searching and replacing data
- Switching between worksheets
- Renaming a worksheet
- Inserting a new worksheet
- Deleting a worksheet
- Copying & Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

## **Session-06: Data Formatting, Formulas & Functions**

- Font type & size

- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour
- Aligning contents in a cell range
- Centering a title over a cell range
- Cell orientation
- Text wrapping
- Format painter
- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages
- Freezing row and column titles
- Creating formulas
- Easy way to create formulas
- Copying formulas
- Operators
- Formula error messages
- Relative cell referencing within in formulas
- Absolute cell referencing within formulas
- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- What are 'IF functions'?
- Using the IF function

## **Session-07: Preparing Charts & Presentation**

- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart
- Chart title or labels
- Chart background colour
- Changing a column, bar, line or pie slice colours
- Changing the chart type
- Modifying Charts using the Layout tab
- Copying and moving charts within a worksheet
- Copying and moving charts between worksheets
- Copying and moving charts between workbooks
- Modifying basic options

- Minimizing the Ribbon
- AutoCorrect options
- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)
- Visually check your calculations
- Gridline display when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Spell checking
- Previewing a worksheet
- Comparing Workbooks side by side
- Zooming the view
- Printing options

## **Session-08: Format Tables & Manipulating Data**

- Formatting tables
- Formatting tables using table styles
- Formatting cell ranges using conditional formatting
- Creating custom number formats
- Freezing the top row or first column
- Freezing the top row and the first column at the same time
- Hiding and un-hiding rows & columns
- Hiding and un-hiding worksheets
- Sorting databases
- Custom sort options
- Top 10 AutoFilter
- Filtering unique records
- Removing filters
- Advanced Filter
- Paste Special
- Transposing data
- Importing text and delimiting by space, comma or tab
- What does naming a cell range mean?
- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges
- Creating subtotals
- Removing subtotals

## **Session-09: Pivot Table & Advance Functions**

- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table

- Grouping data within a Pivot table
- Creating a Pivot Charts
- HLOOKUP
- VLOOKUP
- Nested IF
- AND
- OR

## Microsoft Power Point 2007

### Session-10: Initiating with MS Power Point 2007

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations
- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation
- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation
- Applying a theme to a presentation
- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)
- Compatibility issues when saving a presentation
- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

### Session-11: Preparing Presentations & Using Graphics

- Using Find & Replace
- Font formatting options
- Changing the font type & size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects

- Character spacing
- Changing case
- Font colour
- Clearing all text formatting
- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Line spacing
- Using Outline view
- PowerPoint Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text Auto fit
- Using the Format Painter
- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations
- Inserting Illustrations within PowerPoint
- Inserting pictures, Clip Art, Shapes & text into a shapes
- Inserting perfect circles or perfect squares
- Inserting Smart Art & Charts
- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning illustrations vertically
- Aligning illustrations horizontally

## **Session-12: Finalization & Alterations**

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations
- Running a slide show
- Slide show transition effects
- Slide show animation effects
- Spell-checking

# Microsoft Office2007

- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing a presentation
- Modifying PowerPoint option