



ADMINISTRATIVE MANAGEMENT COLLEGE
18th KM, Bannerghatta Road, Bangalore - 560083

MS OFFICE

Course duration: 35 Hours

About the course:

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

Course Outcome

A certification in Microsoft Office will demonstrate a student's 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 students to make work much easier and streamlined.

- Fluency of MS Office
- Ability to build great charts
- Ability to collate data together
- Flexibility of work
- Better career prospects

Eligibility criteria

Final year student of BBA/B Com can enrol for the course.

Course Syllabus

Basic MSWord

1. Creating a basic document
2. Editing a Document
3. Formatting Text
4. Formatting Paragraphs

5. Adding Tables
6. Inserting Graphic Objects
7. Controlling Page Appearance

Basic Excel

1. Creating a Basic Worksheet
2. Performing Calculations
3. Modifying a worksheet
4. Formatting a worksheet
5. Printing Workbook Contents
6. Managing Large Workbooks
7. Streamlining Workflow
8. Collaborating with Other Users
9. Auditing Worksheets
10. Analyze Data
11. Working with Multiple Workbooks
12. Importing and Exporting Data

Power Point

1. Getting Started with Power Point
2. Creating a Presentation
3. Formatting Text on Slides
4. Adding Graphical Objects to a Presentation
5. Modifying Objects
6. Adding Tables to a Presentation
7. Inserting Charts in a Presentation
8. Preparing to Deliver a Presentation

9. Customizing a Design Template
10. Adding Diagrams to a Presentation
11. Adding special effects to a Presentation
12. Customizing a slide show presentation
13. Collaborating on a Presentation
14. Securing and Distributing a Presentation

MS Access

1. Exploring the Microsoft Access
2. Designing a Database
3. Building a Database
4. Managing Data in a Table
5. Querying a Database
6. Designing Forms
7. Generating Reports
8. Controlling Data Entry
9. Joining Tables
10. Creating Flexible Queries
11. Customizing Reports