

## **I. MS OFFICE ADVANCE COURSE CONTENTS**

### *MS Word 2003 -Advanced*

#### **Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures and Clip Art
- ✓ Mail Merge
- ✓ Index and Cross Reference in Word documents
- ✓ Automate your Correspondence
- ✓ Publishing Word Documents on the Web

#### **Course Contents:**

- ❑ Inserting Pictures and Clip Art
- ❑ Create Section Breaks
- ❑ Create Multiple Column Documents
- ❑ Mail Merge
  - Creating the Main Document
  - Creating the Data Source
  - Merging the Documents
- ❑ Protecting Documents
  - Track Changes
  - Password protection
- ❑ Compare and Merge Documents
- ❑ Auto Summarize
- ❑ Version Control
- ❑ Work with Tools that made Documents easy to use
  - Create Bookmarks & Cross references
  - Create Index & Table of Contents
- ❑ Work with Templates
  - Use Word Templates to create documents
  - Create Custom Templates
- ❑ Formatting Documents Automatically
  - Checking Grammar
  - AutoCorrect Feature
  - Using Letter Wizard
- ❑ Publishing Word Files on the Web
  - Adding Links to your Web Page
  - Adding Multimedia Features

*MS Excel 2003 -Advanced*

**Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures, Work with Data
- ✓ Maintain an Excel Database
- ✓ Sorting and Filtering Data
- ✓ Using Workbooks for Larger Project
- ✓ Analyzing Data using Pivot tables

**Course Contents:**

- Inserting Pictures
- Working with data
  - Create Cell References of different types
    - Cell
    - Named
  - Use Functions
- Linking Data across sheets
  - Source & Destination Files
- Sorting and Filtering Data within a Sheet
  - Use Excel for Database management
    - Database concepts
    - Sorting Data
    - Filtering Data
    - Data Forms
  - Create Pivot Tables and Pivot Charts
- Goal Seek & Scenario
  - Tools for What-If Analysis
- Work with Templates
  - Existing
  - New
- Subtotals
- Importing External Data
- Scenario Summary
- Track Changes History sheet
- Using Workbooks for Larger Project
  - Linking Cells in a Workgroup
  - Understanding Cross References
  - Linking Cells between Workgroup

*MS PowerPoint 2003-Advanced*

**Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures and ClipArt, Charts
- ✓ Work with Layouts and Color Schemes
- ✓ Working with Organization Charts
- ✓ Slide Transitions

**Course Contents:**

- Inserting Pictures and ClipArt
  - Modify the visual impact of slides by adding pictures and clip arts
- Inserting Charts
  - Creating Graphs and Charts
  - Creating Graphical Bullets
- Working with Layouts and Color Schemes
- Creating Organizational charts and Diagrams
- Slide Transitions
  - Adding Transitions and Animation
  - Set Slide Timings
  - Customizing
  - Drawings on Slides
- Custom Animations
  - Applying different Effect to Objects like Text and Clip Arts etc.
  - Managing sequence of animation
- Generating custom shows
- Using rehearse Timing
- Generating professional presentations and deployment.