

# Microsoft Office

BE AN MS OFFICE EXPERT



**ELEGANT- DUBAI**



## **KHDA**

هيئة المعرفة والتنمية البشرية  
Knowledge and Human Development Authority

# Microsoft Office

## COURSE OVERVIEW

Microsoft Office is the widely used office tool for presenting and processing professional information in the world. All computer-based professionals today are very familiar with Microsoft Office products. This has been designed to be extremely powerful and user interactive platform. This is the reason why the users are very productive with the Office products. It also offers great compatibility. The office products is compatible with the major operating systems i.e. Windows and Apple s Mac. Office files can be edited, accessed and shared anywhere.

This course consists of MS Excel for spreadsheets, The MS Word for documents and MS PowerPoint for presentations MS Outlook for mailing. This Microsoft Office training can give you the confidence to work with the tools you are provided. The skills in MS Office professionally trained with significantly increases your confidence and work efficiency.

# CONTENTS

This course is start with the basics and then go for the advanced level for a better understanding. At the end of the course the participant will be an expert in the following features:

## MS WORD

- Layout Setting,
- Formatting Style
- Spelling and Grammar
- Hyperlink
- Protecting Document
- Using breaks, Tabs, Columns, and Drop Cap
- Index, Table of Content, Table of figures
- Working with Tables
- Mail Merge
- Comments, Footnote & Endnote
- Managing files, about document printing

## MS EXCEL

- Managing Tables
- Find and Replace,
- Simple Functions
- Using IF & IF.... AND Function
- Managing Charts, Table Sort, Using Filters
- More about functions
- Advanced Filters
- Subtotal, Custom views
- Validation
- Pivot Table and Pivot Table Chart
- Table, Consolidate
- Goal seek, Scenarios
- Outsourcing Data
- VLookup
- Conditional Formatting
- Managing multiple documents
- Usage of Freeze panes and Split
- Practice Tables



## MS POWER POINT

- Task Pane & Tool bars
- Creating & Managing Slides
- Formatting and Editing Slides
- Working with Design template
- PowerPoint Slide Design
- Color and Animation Schemes
- Slide Master & Title Master
- Slide Transitions Effects
- Placing multimedia in slides
- Customizing video features
- Custom Animations
- Effects

## MS OUTLOOK

- Making the Switch to Outlook
- What's new in Microsoft Outlook?
- Get Familiar with the Outlook Calendar
- Setting signatures
- Manage Your Information and Create RSS
- Setting Appointment, meeting and Tasks
- Creating contact and contact groups
- Organize Messages and Automatic Replies



## FOR WHOM IS THE COURSE FOR?

This course is suitable for

- Professionals.
- Students.
- Office Workers.
- Administrators.
- Beginners those who wants to achieve the knowledge about computer.

## PRE-REQUISITES:

- You don't need any specific knowledge to learn MS Office, Basic knowledge of computer is all you need to get started.

## WHY CHOOSE ELEGANT?

- Elegant Professional and Management Development is a leading training center in Dubai, U.A.E. Approved by KHDA, we are specialized in affordable and effective face-to-face training programs in variety of courses in Engineering & IT, Finance, Banking & Financial Services, Sales & Marketing and HR & Administration.
- One-to-One Training and planning suiting to individual convenience
- Course materials and hand-outs with latest techniques
- Training in small batch for personalized attention and corporate training
- Demo lectures, Case studies with simulations, Interaction and group discussions
- Well-designed teaching system and sophisticated lab with high end systems
- Training by Qualified professionals and Subject Master Experts
- Evaluation and assessment on an on-going basis
- Exam questions from previous papers and mock tests & revisions
- Classes on weekends and negotiable fees

## CONTACT DETAILS

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