

- Word processors
- Spreadsheets
- Presentation software
- E-mail tools

• **MS Word Topics**

- **Getting Started**
- **Explore Window**
- **Backstage View**
- **Entering Text**
- **Move Around**
- **Save Document**
- **Opening a Document**
- **Closing Document**
- **Context Help**
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- **Editing Documents**
- **Insert Text**
- **Select Text**
- **Delete Text**
- **Move Text**
- **Copy & Paste**
- **Find & Replace**
- **Spell Check**
- **Zoom In-Out**
- **Special Symbols**
- **Undo Changes**
- **Formatting Text**
- **Setting Text Fonts**
- **Text Decoration**
- **Change Text Case**
- **Change Text Color**
- **Text Alignments**
- **Indent Paragraphs**
- **Create Bullets**
- **Set Line Spacing**
- **Borders and Shades**
- **Set Tabs**
- **Apply Formatting**

• **Power point topics**

- **Explore Windows**
- **Backstage View**
- **Create Presentation**
- **Add New Slides**
- **Adding Text in Boxes**
- **Adding New Text Boxes**

- **Deleting Existing Slide**
- **Rearranging Slides**
- **Adding Slide Notes**
- **Managing Sections**
- **Working with Outlines**
- **Power point Sidebar**
- **Presentation Views**
- **Setting Backgrounds**
- **Slide Orientations**
- **Saving Presentation**
- **Review Presentation**
- **Adding Slide Numbers**
- **Adding Header & Footer**
- **Running Slide Show**
- **Keyboard Shortcuts**
- **Get Context Help**
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- **Editing Presentation**
- **Copy & Paste Content**
- **Find & Replace Content**
- **Undo Edited Changes**
- **Spelling Check**
- **Content Translation**
- **Setting Language Type**
- **Duplicating Content**
- **Special Characters**
- **Slides Zoom In-Out**
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- **Formatting Presentation**
- **Font Management**
- **Setting Text Fonts**
- **Text Decoration**
- **Change Text Case**
- **Change Text Size**
- **Change Text Color**
- **Text Alignments**
- **Indent Paragraphs**

- **Set Line Spacing**
- **Borders and Shades**
- **Apply Formatting**
- **Using Slide Master**
- **Save Design Template**
- **Working with Multimedia**
- **Add Pictures to Slide**
- **Editing Added Pictures**
- **Format Added Pictures**
- **Inserting a Screenshot**
- **Adding Shapes to Slide**
- **Editing Added Shapes**
- **Format Added Shapes**
- **Adding Text to Shapes**
- **Arrange Shapes/Images**
- **Group/Ungroup Objects**
- **Adding Audio & Video**
- **Add & Format Tables**
- **Add & Format Charts**
- **Add & Format SmartArt**
- **Add & Preview Animations**
- **Add & Preview Transitions**
- **Sharing Presentation**
- **Create a PDF File**
- **Create a Video File**
- **Create Image File**
- **Printing Presentation**
- **Broadcast Slide Show**
- **Packaging Presentation**
- **Setting Document Password**
- **Email Slide Show**

MS Excel topics

- **Introduction**
 - Explore Window
 - Backstage
 - Entering Values

- Move Around
- Save Workbook
- Create Worksheet
- Copy Worksheet
- Hiding Worksheet
- Delete Worksheet
- Close Workbook
- Open Workbook
- Context Help
- Editing Worksheet
 - Insert Data
 - Select Data
 - Delete Data
 - Move Data
 - Rows & Columns
 - Copy & Paste
 - Find & Replace
 - Spell Check
 - Zoom In-Out
 - Special Symbols
 - Insert Comments
 - Add Text Box
 - Undo Changes
- Formatting Cells
 - Setting Cell Type
 - Setting Fonts
 - Text Decoration
 - Rotate Cells
 - Setting Colors
 - Text Alignments
 - Merge & Wrap
 - Borders and Shades
 - Apply Formatting
- Formatting Worksheets
 - Sheet Options
 - Adjust Margins
 - Page Orientation
 - Header and Footer
 - Insert Page Breaks
 - Set Background
 - Freeze Panes
 - Conditional Format
 - Inserting tab & groups

- Cell characteristics
- Speak cells