

## Microsoft Office Syllabus

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### Microsoft Word (Basics)

#### Section 1: Getting started

- The Word window
- New documents
- Document navigation

#### Section 2: Editing text

- Working with text
- The Undo and Redo commands
- Cut, copy, and paste
- Find and replace

#### Section 3: Text formatting

- Character formatting
- Tab settings Topic
- Paragraph formatting
- Paragraph spacing and indents

#### Section 4: Tables

- Creating tables
- Working with table content
- Changing the table structure

#### Section 5: Page layout

- Headers and footers
- Page setup

#### Section 6: Graphics

- Adding graphics and clip art
- Working with graphics

#### Section 7: Proofing, printing, and exporting

- Spelling and grammar

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- AutoCorrect
- Printing and exporting documents

### Microsoft Word (Advanced)

#### Section 1: Styles and outlines

- Examining formatting
- Working with styles
- Working with outlines

#### Section 2: Table formatting

- Table design options
- Table data

#### Section 3: Illustrations

- Creating diagrams
- Working with shapes
- Formatting text graphically

#### Section 4: Advanced document formatting

- Creating and formatting sections
- Working with columns
- Document design

#### Section 5: Document sharing

- Document properties
- Tracking changes
- Finalizing documents

#### Section 6: Mail Merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

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### Microsoft Power Point (Basics)

#### Section 1: Slide masters and transitions

- Slide masters
- Transitions and timings
- Custom slide shows

#### Section 2: Graphics and media

- Modifying graphics
- Media clips
- Animations
- Photo albums

#### Section 3: Customizing slide elements

- Working with SmartArt graphics
- Customizing tables
- Working with charts

#### Section 4: Action buttons and equations

- Action buttons
- Equations

#### Section 5: Integrating Microsoft Office files

- Applying content from a Word outline
- Embedding and linking content

#### Section 6: Finalizing and distributing presentations

- Reviewing and finishing
- Distributing presentations

#### Section 7: Customizing PowerPoint

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- Application settings

## Microsoft Power Point (Advanced)

### Section 1: Getting started

- Database Concepts
- Exploring the Access environment

### Section 2: Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

### Section 3: Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing records

### Section 4: Data Entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

### Section 5: Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

### Section 6: Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

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### Section 7: Working with reports

- Creating reports
- Modifying and printing reports

## Microsoft Excel(Basic/Advanced)

### Section 1: Foundation

- Excel Introduction
- The Excel Interface
- Basic Navigation and Editing
- Getting Going

### Section 2: Orientation & efficiency

- Editing
- Viewing
- Spreadsheet Structure
- Cell References
- Named Ranges
- Basic Macros
- Design

### Section 3: Administration

- Customizing Excel
- Housekeeping
- Connecting Workbooks
- Documentation
- Protecting and Sharing
- Google Docs
- Excel Troubleshooting

### Section 4: Data Handling

- Sorting and Filtering
- Controlling User Input

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- Working with Dates & Times
- Working with Text
- Lookup and Reference
- Logical Functions

### Section 5: Data Analysis

- Working with Numbers
- Summarizing Data
- PivotTables 1 - Simple Summaries
- PivotTables 2 - Manipulating Data
- PivotTables 3 - Interpreting Data
- PowerPivot: Handling Big Data
- Formula Auditing
- Advanced Macros and VBA
- Modeling

### Section 6: Presentation

- Cell Formatting
- Number Formatting
- Conditional Formatting
- Graphs and Charts
- Page and print setup

## Microsoft Access (Basics)

### Section 1: Relational databases

- Database normalization
- Table relationships
- Referential integrity

### Section 2: Related tables

- Creating lookup fields

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- Modifying lookup fields
- Subdatasheets

### Section 3: Complex queries

- Joining tables in queries
- Using calculated fields
- Summarizing and grouping values

### Section 4: Advanced form design

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

### Section 5: Reports and printing

- Report formatting
- Calculated values and subreports
- Printing
- Label printing

### Section 6: Charts

- Charts in forms
- Charts in reports

## Microsoft Access (Advanced)

### Section 1: Querying with SQL

- SQL and Access
- Writing SQL statements

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- Attaching SQL queries to controls

### Section 2: Advanced queries

- Creating crosstab queries
- Creating parameter queries
- Using action queries

### Section 3: Macros

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

### Section 4: Advanced macros

- Creating macros to provide user interaction
- Creating macros that require user input
- Creating AutoKeys and AutoExec macros
- Creating macros for data transfer

### Section 5: Importing, exporting, and linking objects

- Importing objects
- Exporting objects
- Working with XML documents
- Linking Access objects Using hyperlink fields

### Section 6: Database management

- Optimizing resources
- Protecting databases
- Setting options and properties

## Microsoft Outlook

- Send and receive email
- Create plain text, rich text, and HTML emails



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- Sort and organize your emails using folders
- Add attachments
- Mark emails that need your special attention – and have Outlook remind you
- Format text within emails
- Advanced formatting techniques to create HTML newsletters in the body of an email!
- Connect to social networks
- Add contacts and manage them with address books
- Use the calendar to set appointments, meetings, and events
- Create to-do lists to help you get your tasks finished on time
- Set reminders for meetings, tasks, and other things that need your attention
- Subscribe to RSS feeds, including YouTube
- Share emails, contacts, and calendars