



3 , 1/1, Fernando Road, Wellawatta
Colombo 6

☎ 0112 363632 / 0112 364567 / 0777996242

Web: www.aictstudy.com

Reg No: W/P 81396

MS Office Course Details

1. Introduction to Windows

2. MS Word

1: Getting Started with Word

- A: Navigate in Microsoft Word
- B: Create and Save Word Documents
- C: Manage Your Workspace
- D: Edit Documents
- E: Preview and Print Documents

2: Formatting Text and Paragraphs

- A: Apply Character Formatting
- B: Control Paragraph Layout
- C: Align Text Using Tabs
- D: Display Text in Bulleted or Numbered Lists
- E: Apply Borders and Shading

3: Adding Tables

- A: Insert a Table
- B: Modify a Table

3. MS Excel

1: Getting Started

- Starting Excel
- Opening a Workbook
- Understanding the Display Screen

2: Entering Data

- Selecting a Range of Cells
- Creating a New Workbook
- Inserting, Renaming, and Deleting Worksheets
- Using Auto Fill to Enter Data
- Saving a Workbook

3: Using Formulas

- Entering Formulas
- Using Auto Fill with Formulas
- Using the SUM Function
- Using Statistical Functions
- Working with the Range Finder
- Using Formula Error Checking

4: Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas

C: Format a Table

D: Convert Text to a Table

4: Inserting Graphic Objects

- A: Insert Symbols and Special Characters
- B: Add Images to a Document

5: Controlling Page Appearance

- A: Apply a Page Border and Color
- B: Add Headers and Footers
- C: Control Page Layout
- D: Add a Watermark

6: Preparing to Publish a Document

- A: Check Spelling, Grammar, and Readability
- B: Save a Document to Other Formats

Cutting and Pasting Constant Values and Formulas

Using Collect and Paste

5: Formatting Worksheets

- Formatting Numbers
- Changing the Font Format
- Aligning Cell Contents
- Merging Cells
- Adding Borders
- Applying Cell Styles

6: Modifying Columns and Rows

- Changing Column Width
- Changing Row Height
- Inserting and Deleting Columns or Rows
- Hiding Columns or Rows

7: Printing Worksheets

- Using Print Preview
- Working with Print Settings
- Using Page Setup Tools
- Printing a Worksheet
- Exiting Excel

4. MS PowerPoint

1: Getting Started with PowerPoint

- A: Navigate the PowerPoint Environment
- B: View and Navigate a Presentation

2: Developing a PowerPoint Presentation

- A: Create and Save a Presentation
- B: Edit Text
- C: Work with Slides

3: Performing Text Editing Operations

- A: Format Characters
- B: Format Paragraphs

4: Adding and Arranging Graphical Elements

- A: Insert Images
- B: Insert Shapes
- C: Create SmartArt

5: Preparing to Deliver Your Presentation

- A: Review Your Presentation
- B: Apply Transitions
- C: Print a Presentation
- D: Deliver Your Presentation

5. MS Access

1: Table

- A Table is an object which stores data in Row & Column format to store data.
- A Table is usually related to other tables in the database file.
- Each column must have Unique name
- We can also define Primary Key in a table.

2: Query

- Queries answer a question by selecting and sorting and filtering data based on search criteria.
- Queries show a selection of data based on criteria (limitations) you provide.
- Queries can pull from one or more related Tables and other Queries.

- Types of Query can be SELECT, INSERT, UPDATE, DELETE.

3: Form

- A form is a database object that you can use to create a user interface for a database application.
- Forms help you to display live data from the table. It mainly used to ease the process of data entry or editing.

4: Report

- A report is an object in desktop databases primarily used for formatting, calculating, printing, and summarizing selected data.
- You can even customize the report's look and feel.