



The Complete Microsoft Office 2019

Join the certified courses from Prutor.AI, IIT Kanpur this Summer, and get the opportunity to utilize your summer vacation by learning new technology at the comfort of your home.

This online live training program is designed in such a way that it makes learning by building projects super easy for you.

For applying for a job MS Office Certification is considered very helpful.

Training Highlights

- Learn from home
- Certificate of Training
- Online Live Classes
- Faculty Support
- 6 weeks of training
- Doubt clearing
- Syllabus

How will your training work?

- Attend Online Classes
- Learn with Hands-on practical
- Do the project work
- Give the final quiz
- Get a certificate in MS Office 2019

Course Curriculum

MS Word 2019

- How to convert a pdf file to a word file without software?
- Learn how to add fonts?
- Learn how to use Table?
- Learn how to insert an image in another image
- Learn how to insert an image in Table
- Learn how to use tab stops to align your text?
- Learn how to create a fillable forms?
- Learn how to align text in left and right in a same line?
- Learn how to write text on a image?
- Learn how to create a letterhead?
- Learn some basic and advance tricks of word 2019?

- Learn how to create a long line?
- Learn how to insert Tick Symbol?
- Learn how to insert page number from a specific page?
- Learn how to flip and reverse text content?
- Learn how to use multiple column in word document?
- How to design a Flyer
- How to create table?
- How to Get Rid of an Unwanted Page?
- Use of Heading, Heading Numbering & Table of Contents?
- Learn Microsoft Word 2019 Interface
- How to create a form
- Learn how we can create flowchart?
- Learn how to make an invitation card?
- Learn how to use mail merge?
- 18 Techniques and Tips of MS Excel 2019
- Create Summarize Report
- Basic Operations
- Inventory Management
- Important Shortcuts
- Keyboard Shortcuts of Function
- Learn Moderate Skills
- Data Manipulation, Function, and Chart
- Using Gantt Chart
- Beginning with Charts
- Application of Statistics Function
- Use of "If-Then" Statement
- Copy and Extend a Function
- Beginning with Charts
- Solution of an Excel Assignment
- Create Budget on Spreadsheet
- Create Payment Sheet of Employees
- Create and Design a Blank Form
- Create Cash Flow Forecast
- How to make a business account ledger in excel
- Forecast Function
- Manipulation of Data in Time format

MS Excel 2019

- Microsoft Excel 2019 Overview for Beginners
- 3-Important things of MS Excel 2019
- MS Excel 2019- Tricks for Beginners
- MS Excel 2019- Basics Instructions
- 5 Most used formulas
- Introduction of Spread Sheets - Functions
- Use of Pivot Table
- Part 1- Introduction
- Calculations
- Functions
- Applications of Mail Merge - Create Labels
- 9 Regularly used Functions
- Basic Formulas and Functions
- Create Data Collection Form
- Effective Use of MS Excel 2019
- MS Excel Questions for Job Interviews

5) MS Power Point

- Create Animated Slide
- Create Attractive Presentation
- Create Basic Presentation
- Create beautiful Presentation
- Create Hyperlinks
- Create Photo Album
- Create Professional Presentation
- Create Videos from PowerPoint Slide
- Created Animated Slide Using Images, Graphics
- Creating Rotating Object
- Create Voice Narration

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