

MAX Computer Institute
 Best Skill Development Training Institute
 01718-884032, 01926-731456

Microsoft Word - 2016 Class Module			
Class No	Topic	Class No	Topic
Module 01: Introduction	* Impotent Of Computer * Future Of Computer * Impotent Of Office Application * Introduction to Computer and Operating System * Details Idea Windows, Office Application * Fundamental Of Computer Desktop * Key Board Scanning (Type) * Introduction to Office Application * Key Board Scanning (Meddle Bar)	Module5: Header & Footers	* Inserting custom Header and Footer * Inserting objects in the header and footer * Add section break to a document
		Module 06: Working with bullets & numbered lists	* Multi level numbering and Bulleting * Creating List * Customizing List style * Page bordering * Page background
Module 02: Text Basics	* Typing the text, Alignment of text * Editing Text : Cut, Copy, Paste, Select All, Clear * Find & Replace	Module 07: Tables	* Working with Tables, Table Formatting * Table Styles * Alignment option * Merge and split option
		Module 08: Styles and Content	* Using Build-in Styles, Modifying Styles * Creating Styles, Creating a list style * Table of contents and references * Adding internal references * Adding a Footnote * Adding End note
Module 03: Text Formatting and Saving file	* New, Open, Close, Save, Save As * Formatting Text : Font Size, Font Style * Font Color, Use the Bold, Italic and Underline * Change the Text Case * Line spacing, Paragraph spacing * Shading text and paragraph * Working with Tabs and Indents	Module 09 : Merging Documents	* Typing new address list * Importing address list from Excel file * Write and insert field * Merging with outlook contact * Preview Result * Merging to envelopes * Merging to label * Setting rules for merges * Finish & Merge options
Module 04: Working with Objects	* Shapes, Clip Art And Picture Word Art Smart Art * Columns and Orderings To Add Columns to a document * Change the Order of Objects * Page Number, Date & Time * Inserting Text boxes, Word art, symbols, Chart		

Module 10: Sharing and Maintaining Document	* Changing Word Options * Changing the Proofing Tools * Managing Templates * Restricting Document Access * Using Protected View * Working with Templates * Managing Templates * Understanding building blocks	Module 16: Perform Calculations with Functions	Creating Simple Formulas Setting up your own formula Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference Functions Mathematical Functions Statistical Functions, Text Functions.
Module 11: Proofing the document	* Check Spelling As You Type. * Mark Grammar Errors As You Type. * Setting Auto Correct Options	Module 17: Create Effective Charts to Present Data Visually	* Inserting Column, Pie chart etc. * Create an effective chart with Chart Tool * Design, Format, and Layout options * Adding chart title * Changing layouts * Chart styles * Editing chart data range * Editing data series * Changing chart
Module 12: Printing	* Page Setup, Setting margins * Print Preview, Print		
Microsoft Excel - 2016 Class Module			
Module 13: Introduction to Excel	* Introduction to Excel interface * Understanding rows and columns, Naming Cells * Working with excel work book and sheets	Module 18: Analyze Data Using Pivot Tables and Pivot Charts	* Understand Pivot Tables, Create a Pivot Table * Framework Using the Pivot Table and Pivot Chart * Create Pivot Chart from pivot Table. * Inserting slicer * Creating Calculated fields
Module 14: Formatting excel workbook	* New, Open, Close, Save, Save As * Formatting Text : Font Size, Font Style * Font Color, Use the Bold, Italic, and Underline * Wrap text, Merge and Centre * Currency, Accounting and other formats * Modifying Columns, Rows & Cells		
Module 15: Sort and Filter Data	* Sort and filtering data * Using number filter, Text filter * Custom filtering * Removing filters from columns * Conditional formatting		

Module 20: Protecting and Sharing the work book	* Protecting a work book with a password * Allow user to edit ranges * Track changes * Working with Comments * Insert Excel Objects and Charts in Word * Document and Power point Presentation.	Module24:Working with bullets and numbering	Multilevel numbering and Bulleting Creating List Page bordering Page background Aligning text Text directions Columns option
Module 21: Proofing and Printing	Page setup, Setting print area, Print titles Inserting custom Header and Footer Inserting objects in the header and footer Page Setup, Setting margins, Print Preview, Print Enable background error checking Setting Auto Correct Options	Module 25: Working with Objects	*Shapes, Clipart and Picture, WordArt, Smart Art * Change the Order of Objects * Inserting slide header and footer * Inserting Text boxes * Inserting shapes, using quick styles * Inserting Word art * Inserting symbols * Inserting Chart
Microsoft Power Point - 2016 Class Module			
Module 22:Setting Up Power Point Environment	* New, Open, Close, Save, Save As * Typing the text, Alignment of text * Formatting Text: Font Size, Font Style * Font Color, Use the Bold, Italic and Underline * Cut, Copy, Paste, Select All, Clear text * Find& Replace * Working with Tabs and Indents		Module 26: Hyperlinks and Action Buttons * Inserting Hyperlinks and Action Buttons * Edit Hyperlinks and Action Button * Word Art and Shapes
Module 23: Creating slides and applying themes	* Inserting new slide * Changing layout of slides * Duplicating slides * Copying and pasting slide * Applying themes to the slide layout * Changing theme color * Slide background * Formatting slide background * Using slide views	Module 27: Working With Movies and Sounds	* Inserting Movie From a Computer File * Inserting Audio file * Audio Video playback and format options * Video options, Adjust options * Reshaping and bordering Video

Module 28:Using Smart Art and Tables	* Working with Tables, Table Formatting * Table Styles * Alignment option * Merge and split option * Converting text to smart art		
Module29: Animation and Slide Transition	* Default Animation, Custom Animation * Modify a Default or Custom Animation * Reorder Animation Using Transitions * Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide		
Module 30:Using slide Master	* Using slide master * Inserting layout option * Creating custom layout * Inserting placeholders * Formatting placeholders		
Module31: Slideshow option	* Start slideshow * Start show from the current slide * Rehearse timing * Creating custom slideshow		
Module 32: Proofing and Printing	* Check Spelling As You Type * Setting Auto Correct Options * Save as video * Save as JPEG files * Save as Power Point Show file * Print Preview, Print		