

CompCraft IT Training and Services

CompCraft is an Indian EdTech company with a team of corporate professionals who believe in constantly learning new skills, who are passionate about sharing their knowledge with others.

If you think
MATH is
hard, then
try WEB
DESIGNING

Contact Us



Phone:
9029029844/9769369272



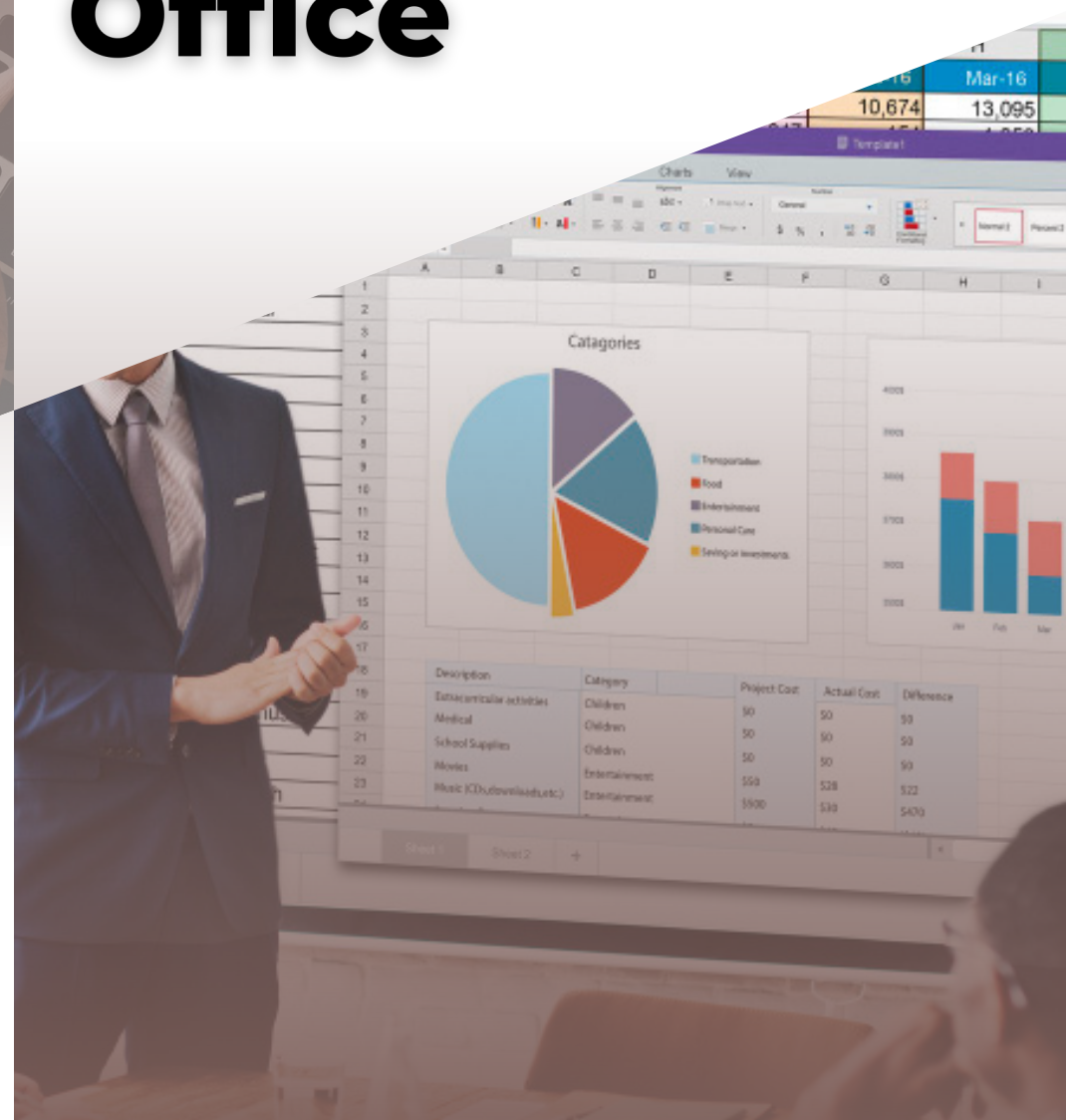
Email:
info@compcraft.in



Address:
Office No. 2 & 3, Krishna Niwas, Opp. Golden Star Thali, Near Hinduja College, Charni Road, Mumbai - 400004



Ms Office



What is Ms Office?

Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

Everybody is a "Web designer" until you know they actually try to do it.



What will it include?

➤ MS-Word

- Creating Templates
- Text Formatting
- Text Boxes
- Smart Art
- Mail Merge
- Pre-designed Styles & Format Text with Fonts and Colors
- Learn to Manage Documents

➤ MS-Excel

- Getting to Know Excel
- Creating a New Workbook
- Selecting Ranges
- Editing a Workbook
- Sharing Workbook
- Filling Data
- Formulas & Functions
- Formula Referencing
- Font Formatting
- Number Formatting
- Applying Borders
- Working with a Worksheet
- Printing
- Page Setup

➤ MS-PowerPoint

- Getting Started with PowerPoint
- Developing a PowerPoint Presentation
- Performing Advanced Text Editing Operations
- Adding Graphical Elements
- Modifying Objects
- Adding Tables
- Adding Charts
- Preparing to Deliver Your Presentation

➤ Adv. Excel

- Calculating Data with Advanced Formulas
- Presenting Data Using Charts
- Analyzing Data Using PivotTables and PivotCharts
- Data Validation/Lookup
- Linking Data
- Goal Seeker and Solver
- Working with Named Ranges
- Sharing and Security
- External Data Connections
- Formula Auditing
- What if Analysis
- Consolidation
- Slicers