

MS Office XP



The Microsoft Office XP is an online program for graduates of various disciplines, especially engineering, management, computer science etc., as well as for junior and middle level executives/managers in the Corporate Sector.

The MS Office XP course is designed to impart skills in using 4 mostly popular applications - Word, PowerPoint, Excel and Outlook. The course helps the learner get hands-on experience on the applications through a simulated Watch-Try-Do Approach.

Program Highlights

- Covers 4 applications of MS Office XP - Word, PowerPoint, Excel and Outlook.
- Highly interactive, instructionally strong self-paced elearning modules.
- Unique "Watch, Try, Do" approach which helps learning in a simulated environment.
- Designed and facilitated by professionals from the Industry as well as Academics.

Module 1: MS Word XP

The Microsoft Word XP module equips you to produce professional-looking documents using the following tools such as:

- Use the menu bar and tool bar
- Work with a word document
- Insert symbols, header and footer
- Format and align text
- Insert and modify tables
- Add borders and shading to tables
- Create hyperlinks

Module 2: MS PowerPoint XP This module enables users to create presentations by using the features available in Microsoft PowerPoint XP. It covers features like:

- Work with menu bar, standard toolbar, formatting toolbar
- Insert pictures, clip arts in the presentation
- Insert shapes and word arts
- Create photo album
- Insert tables and charts
- Create slide master
- Add duplicate, move and delete slides in a presentation
- Create custom slide show
- Add animation effects to slides

Module 3: MS Excel XP The MS Excel XP module teaches you the features of Excel spreadsheet like:

- Work with spreadsheet
- Use auto complete
- Insert rows, columns and worksheet
- Format and align text
- Use with formulae
- Create hyperlinks

Module 4: MS Outlook XP The MS Outlook XP module enables users to manage their e-mail, appointments, etc. Some of the features covered by this module are:

- Work with standard and advanced tool bars
- Add contacts to your address book
- Create, send, reply and forward mails
- Schedule and edit appointments
- Create recurring appointments
- Send meeting request
- Create events, tasks and notes