

# Aggarwal College Ballabgarh

A Post Graduate Co-educational College  
(Affiliated to M. D. University, Rohtak)  
NAAC Accredited 'A' Grade (CGPA: 3.40)

## Certificate Course in MS-Office



### Value Added Certificate Course In MS-Office

#### Courses List: MS-Office

Microsoft Office including MS Excel, MS Word, MS PowerPoint and Outlook etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles. Be it accounting, business analysis, marketing or coding, you need to have adequate awareness of Microsoft programs.

Almost all of us are familiar with Microsoft functions. We use MS Excel and MS Word on Day to Day basis. But it is majorly confined to typing letters, changing fonts and formats, creating a table and few other basic functions. Besides that, we might not know how different formulas can be used for sorting a table or formatting one and so on. In order to improve our skills and qualify as a skilled Microsoft expertise, there are different MS certification programs. These credentials validates our skills and expertise in using Microsoft tools and functions.

Microsoft is not just used by individuals but is also very important for companies as well. Therefore, most of the companies value Microsoft certification and considers certified professionals over the non-credential peers. Below are 5 of the benefits for you to choose Microsoft certification.

#### MS Word

- Module 1:** Advanced Formatting
- Module 2:** Working with Tables
- Module 3:** Working with Images
- Module 4:** Page Layout
- Module 5:** Working with Illustrations
- Module 6:** Viewing Your Documents
- Module 7:** New Features Since 2013

#### MS- PowerPoint

- Module 1:** Customizing Presentations
- Module 2:** Presentation Masters
- Module 3:** Working with Special Effects
- Module 4:** Using SmartArt
- Module 5:** Multimedia
- Module 6:** Setting Up the Slide Show
- Module 7:** Outlines and Slides
- Module 8:** Managing Multiple Presentations
- Module 9:** Sharing and Securing a Presentation
- Module 10:** Features New since PowerPoint 2013





**Module 11:** New Features in PowerPoint 2016  
**Module 12:** Cloud

### MS-Outlook

**Module 1:** Working with Tasks and Notes  
**Module 2:** Using Signature and Themes  
**Module 3:** Managing Your Inbox  
**Module 4:** Working with Multiple Email Accounts  
**Module 5:** New Features in Outlook 2016

### Excel

**Module 1:** Create and Manage Worksheets, Workbooks  
**Module 2:** Create Cells and Ranges  
**Module 3:** Create Table  
**Module 4:** Apply Formulas and Functions  
**Module 5:** Create Charts and Objects

### Advance Excel

**Module 1:** Using Pivot Tables  
**Module 2:** Auditing Worksheets  
**Module 3:** Data Tools  
**Module 4:** Working with Others

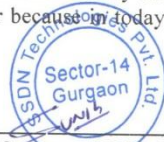
### About:

- ✓ Course: MS-Word, Power Point, Outlook, Excel, Advance Excel
- ✓ Length: 32 Hours
- ✓ Language: English
- ✓ Training Content: Standard

### Outcomes:

#### Saves you a lot of Time

If you are a small entrepreneur or a freelance employee, advanced training in Microsoft can help you save a lot of time. Organizing and analyzing data properly with basic excel skills requires a lot of time, but if you are aware of all the complex functions and technique of Microsoft excel than you can do the same task in a very short period of time. Training of advanced excel in this way can prove to be very productive for your business and your career because in today's business world time means everything.





### **Enhance your Knowledge and Management Skills**

Advanced training in Microsoft not only means you become a Microsoft expert but it also enhances your knowledge and management skills.

### **Ability to collate data together**

Data in today's world really means something. In order to support your view or idea, you need adequate data to put forward. In such situations, MS Excel is one of the best programs to rely on. This application can be used for extensive formatting and data collation. You can bring different files together and sort data.

### **Flexibility of work**

Microsoft program being available online is a generation next big thing. You can share your work with business leaders and stakeholders through online from anywhere. This makes work more flexible and your ability to function MS programs easily make you a star leader at work.

### **Better career prospects**

Besides making your office work easy and effective, Microsoft certification also opens up greater career prospects for you. You can vouch for challenging leadership and analytical roles with your MS credential. You can demand for salary hike and better positions with your expertise to fluently use the Microsoft program towards better business and success. Also, in many instances this credential is a must to get a job.

