MS OFFICE INTERMEDIATE

Course Overview

This is a continuous education program for the students who already know MS Office Basic. The Course mainly focuses on the areas where real time working knowledge is needed.

Entry Requirement : Basic MS Office knowledge

Course Duration : 15 hrs.

Mode of Training : Face to face Instructor led Training

Materials : Course books will be provided to each participant

Course Content

INTERMEDIATE LEVEL OF MS WORD

Module 1: Working with Objects

- Shapes, Clipart 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
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 2: Header & Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

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Module 3: Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Module 4 : 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 Endnote

Module 5: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Preview Result
- Finish & Merge options
- Merging with outlook contact
- Merging to envelopes
- Merging to label
- Setting rules for merges

Module 6: 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 7: Proofing the document

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options
- Remove the appropriate check marks to disable any unwanted features.

INTERMEDIATE LEVEL OF MS EXCEL

Module 8: 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.
- Working with Templates

Module 9: Managing Tables

- Creating Tables
- Naming the Table
- Changing the Table Style
- Creating a Total Row
- Creating a calculated column
- Using Filtering in Table
- Removing the Duplicate Record

Module 10: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Module 11: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tools-Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart
- Saving chart as template
- Summarizing data using spark line

Module 12: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 13: Protecting and Sharing the workbook

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and PowerPoint Presentation.

Module 14: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook.

INTERMEDIATE LEVEL OF MS POWERPOINT

Module 15: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

Module 16: Working with Objects

- Shapes, Clipart and Picture, Word Art, 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

Module 17:Working with Tables

- Insert a Table
- Table Styles
- Formatting a Table Style

Module 18: Working with Charts

- Inserting Charts
- Formatting Charts
- Modifying the Chart Layout

Module 19: 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 20: 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 21: Using slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

Module 22: Proofing and Printing

- Check Spelling As You Type.
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- Job Searching, Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.

Student's Testimonial

MS Office-"*I will encourage everyone to come for the Ms Office Basic course as the **lessons are relevant to work**. Teachers are willing to teach until I understood my work".* **Odin Marine (Singapore) Pte Ltd, Admin Assistant**

MS Word-"*Next time I want to do another computer course I will definitely consider G-Tec".* **Homemaker, Singapore**

MOS Excel core-"*The instructor is **friendly and approachable**. The course is taught in a detailed and structured way".* **Assistant Engineer, Singapore**

Java/J2EE Programming Course- "*This is the **best institution I found in Singapore.** Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".* **Comdo 2000 Pte Ltd, Software Engineer**

Java/J2EE Programming Course-"*The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one **training was excellent. It met all my expectations**. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! ".* **Sylvia Lawrence , IBM , IT Professional.**

C#.net Programming Course-"*G-TEC provides a **good trainer** qualified. It was a **good learning experience** in G-TEC for C#.net".* **Emerson Process Management, Software Test Engineer.**
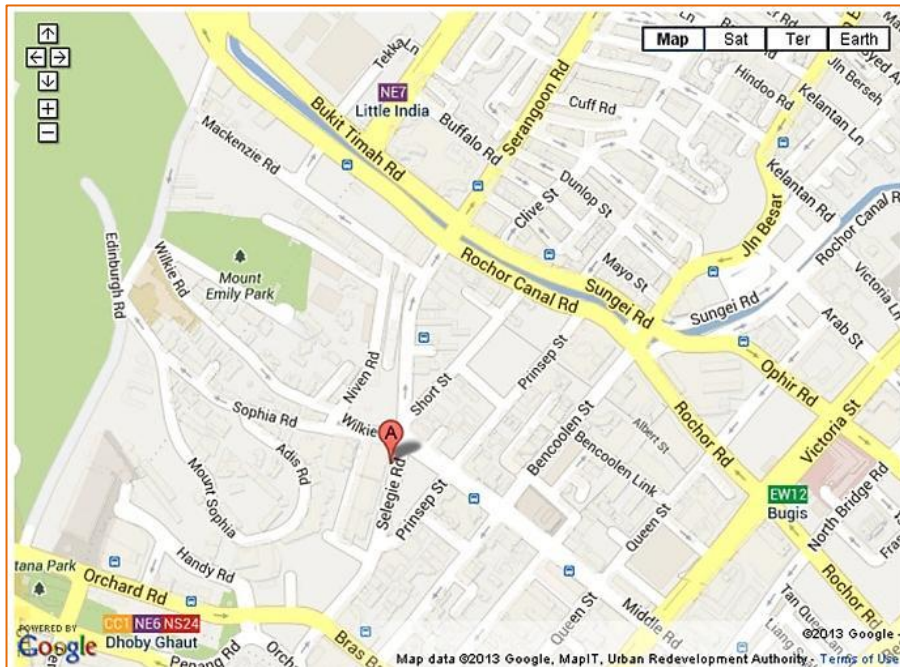

Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital,Gemalto, Thales, Housing Development Board,Philips ,Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

Company Profile

What We do :	G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.
Who are our Customers :	We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.
Where we are :	G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka and Iran.
Our Goal and Focus :	Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

Our Location

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