



The Institute of Professional Accountants (Govt. Regd.)
E-54, Main Vikas Marg, Laxmi Nagar, (Opp. Metro Pillar 44) Delhi-110092
Tel: 011-22041221, 9213855555, Website: www.tipa.in Email: info@tipa.in

Basic Computer Course including MS Word, MS Excel, MS Power point

Duration:- 1Month

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Topics:-

(Ms-Word)

1) Home Menu

- New , open, save, save as, print settings
- Cut, copy, & paste
- Format painter
- theme fonts
- bold, italic, underline
- font size, strikethrough
- subscript, superscript
- clear formatting, change-case
- font color, text color
- bullets & numbering
- sort alphabets & numbers
- bullets & numbering
- sort alphabets & numbers
- paragraph alignment
- line spacing, shading
- customize border
- gallery of styles, change styles
- find, replace & select

2) Insert Menu

- Page break, blank page
- Table, picture, clip art
- Shapes, insert smart-art graphic
- Insert chart, hyperlink
- Bookmark, header, footer
- Page number, text box
- Word art, drop cap
- Date& time, object
- Symbol, autocorrect

3) Page layout menu

- theme fonts, margins
- page orientation, page size
- columns
- breaks, line numbers
- watermark, page colour, page borders
- indent settings, paragraph spacing
- object position, text wrapping
- endnote, footnote

4) Mailings

- mail merge, letters, labels
- step by step mail merge wizard
- select & edit recipients lists
- insert merge field
- update labels, preview results
- finish & merge

5) Review

- spelling & grammar, research
- thesaurus, word count
- new, edit, & delete comment
- track changes, accept & reject changes
- protect document, restrict formatting & editing

6) View

- print layout, full screen
- web layout, outline, draft
- view rulers, gridlines, thumbnails
- zoom, one page, two pages, page width
- new window, arrange all, split, view side by side, synchronous scrolling
- 6. switch windows, run macros

(MS Excel)

7) Home Menu

- new, open, save, save as, print settings
- cut, copy,& paste
- format painter
- fill color, change font face
- bold, italic, underline
- font size, strikethrough
- subscript, superscript, font color
- customize border
- find, replace & select
- cell alignment, orientation, wrap text
- align text, merge & center, indents
- number format, percent, comma style
- increase & decrease decimal
- conditional formatting, format as table
- cell styles, insert, delete& format cells



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8) Insert Menu

- Pivot table, pivot chart, table
- picture, clip art, shapes, smart art
- column chart, hyperlink, text box
- header & footer, wordart, object, symbol
- Page layout menu
- theme fonts, colors, fonts
- page margins, orientation, page size
- print area, page break, background
- page width, height & scale
- gridlines, headings, object selection
- bring to front, send to back, rotate

9) Formulas

- auto sum, average, max, min, count
- if, sum if, today, now, upper, lower
- left, right, trim, true, false
- ceiling, mround, round down, roundup
- trace precedents, trace dependents
- show formula, evaluate formula, watch window

10) Data

- sort, filter, text to column
- remove duplicates, data validation
- consolidate, what if analysis
- goal seek, scenario manager
- subtotal, group, ungroup

11) Review

- spelling & grammar, research
- thesaurus, protect workbook
- new, edit, & delete comment
- track changes, accept & reject changes
- protect sheet, restrict formatting & editing

12) View

- page layout, normal, full screen
- page break preview, custom views
- view rulers, gridlines, formula bars
- headings, zoom, new window, arrange all, freeze panes, hide, unhide, split
- switch windows, macros

(MS Power Point)

13) Home Menu

- new, open, save, save as, print settings
- 2 cut, copy, & paste, format painter
- new slide, layout, delete
- bold, italic, underline
- font size, strikethrough, text shadow
- subscript, superscript
- clear formatting, change-case
- Character spacing, font color
- bullets & numbering, text direction
- paragraph alignment, align text
- line spacing, columns
- shapes, arrange, quick styles
- shape fill, shape outline, shape effects
- find, replace & select

14) Insert Menu

- table, picture, clip art, photo album
- shapes, smart art, chart, hyperlink
- action, text box, header & footer
- word art, date & time, slide number
- symbol, object, movie, sound

15) Design

- page setup, slide orientation
- slide design, colors, fonts, effects
- background styles, hide background graphics

16) Animation

- preview, animate, custom animation
- special effect, transition sound, transition speed

17) Slide Show

- from beginning, from current slide
- custom slide show, setup slide show
- hide slide, rehearse timings, resolution

18) Review

- spelling, research, thesaurus, translate
- new, edit & delete comment
- protect presentation

19) View

- normal, slide sorter, notes page
- view rulers, gridlines, slide show
- zoom, fit to window, color, grayscale
- new window, arrange all,
- switch windows, formatting tools