



FUTURE INFOTECH
Computer & Typing Academy

Smart Strategies for Growth, Skills & Success
www.futureinfotechinstitute.com



MS OFFICE

Duration: 3 Months

Introduction of Computers

- How a Computer works
- Parts & Peripherals
- What is an Operating System
- Using Keyboard & Mouse
- Menus, Hot Keys & Shortcut keys
- Using Notepad, Paint & WordPad
- Dealing with Files, Folders & Drives
- Creating Shortcuts
- How to write a CD
- How to use a Pendrive/USB

Internet

- How to make a Search
- Using Email ID
- Chatting, Downloading & Uploading
- Streaming Songs, Movies & Games



Microsoft Word

- Creating & Saving a New Document
- Formatting & Alignment of Text
- Applying Fonts, Spell Check
- Borders & Shading
- Find & Replace, Header & Footer
- Printing your Documents

Panels of MS Word

- Home Panel
- Insert Panel
- Page Layout Panel
- Reference Panel
- Review Panel
- View Panel



Microsoft Excel

- Creating & Saving a New Worksheet
- Understanding Spreadsheets
- Using Formulas & Functions
- Typing Data in a Worksheet
- Inserting & Deleting Row & Column
- Merging Cells, Creating Charts

Panels of MS Excel

- Home Panel
- Insert Panel
- Page Layout Panel
- Formulas Panel
- Review Panel
- View Panel



Microsoft PowerPoint

- Creating & Saving a New Presentation
- Adding Text & Graphics
- Formatting
- Adding an Animated Cartoon to a Slide
- Making Slide Shows
- Using Design Templates

Panels of MS PowerPoint

- Home Panel
- Insert Panel
- Design & Animation Panel
- Format Panel
- Review Panel
- View Panel



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