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MS Office Course

Email Contact: info@educba.com



EDUCBA



www.educba.com

Course Overview

This Microsoft Office Course Bundle is an all-inclusive training on the notable Office products such as Excel, Word, PowerPoint, Access, Outlook, OneNote, Project, Sway and Visio. Let's discuss each of our course offerings in detail in this page.

MS Office Skills

We learn the entire MS Office Suite with notable inclusions on:

MS Access: Along with learning MS Word and MS Excel, you will learn MS Access in detail.

MS Sway: MS Sway is also not taught in every course of MS Office. So we took it upon ourselves to teach this to you as well.

MS Visio: You will not only learn MS Visio, but you will also learn the nitty-

Course Features



Course Duration-
45+ Hours



Number of Courses



Verifiable
Certificates



Lifetime Access



Technical
Excellence

About MS Office

This Online MS Office course is so comprehensive that we bet once you do this course, you don't need to do any other course on MS Office.

Sounding too good to be true? Well, let's talk about the tangible skills you will learn in this course and you would see how beautifully we have woven this course

This MS Office course is easy to digest. You can do this course from anywhere at your own pace. And you can practice what you learn from the course immediately. What else one can expect from a singular course?

MS Office Course

This is a Bundle Course that includes complete in-depth MS Office Learning Courses combined into one Complete Course.

This Bundle perfectly meets the requisite of the industry and gives you a better chance of being hired as a MS Office Learning professional.

Section 1. Styles & Themes

- Restrict Formatting and Create Multi-Level List Part 2
- Restrict Formatting and Create Multi-Level List Part 1
- Creating quick styles and table of contents
- Creating quick styles and table of contents
- Change style sets colors, fonts & paragraph spacing
- Understanding Themes

Section 2. Introduction to Advanced Microsoft Word 2016

- Introduction to Advanced Microsoft Word 2016

Section 3. Customizing a word document

- Customizing a word & its ribbons

Section 4. Exemplifying a document

- Special Effects
- Use of tables, smartart, charts & screen shots
- Positioning, Wrapping and Re-sizing a picture

Section 5. Formating Paragraphs

- Use of indents, tabs & bulleted or numbering list
- Alignment, Justifying & Line Spacing

Section 6. Printing Options

- Setting Print Options
- Printing a document

Section 7. Proofing Documents

- Using thesaurus, word count & translate the language
- Checking spelling & grammar

Section 8. Modifying Page layout & Design Tab

- Using watermark, page colour & page border
- Inserting columns & page break ups
- Arranging paper margins, paper orientation & paper size

Section 9. Saving a document

- Other file format 2016
- How to save a document 2016

Section 10. Formatting of Text

- Text Effects
- Working of fonts & applying basic formatting 2016
- Understanding Fonts_part02
- Understanding Fonts_part01

Section 11. Basic Idea of Text

- Find & Replace Text 2016
- Selection of Text 2016
- Working with Text 2016

Section 12. Getting Started with Word

- Compatibility Mode & Navigation Pane 2016
- Backstage View & Quick Access Toolbar 2016
- Introduction to Word 2016 & Understanding the Ribbons

Section 13. Introduction to Basic Microsoft Word

- Introduction to Basic Microsoft Word 2016

Section 14. Functioning with Tables

- Understanding of Tables
- Converting Text into Table, columns and rows
- Creating a form
- Use of excel, converting table into text

Section 15. Document Structuring Blocks

- Understanding of Cover Page
- Numbering Pages, Headers, Footers AND Text Box
- Customizing Headers and Footers

Section 16. Sharing a Document

- Document Sharing

Section 17. Reviewing Documents

- Tracking Changes
- Accepting & Rejecting Changes
- Comparing & Combining Changes

Section 18. Working with Mail Merge

- Mail Merge

Section 19. Finalising & Protecting Document

- Protecting your Document

Section 1. Overview

- Overview

Section 2. Getting Started

- Opening an Excel Worksheet
- Ribbons and Quick Access Toolbar

Section 3. Case Study

- Case Study

Section 4. Data Entry

- Data entry in excel

Section 5. Populating the Case Study in Excel

- Populating the Case Study in Excel

Section 6. Calculations

- Calculations

Section 7. Formulas

- Formulas- SUM MAX MIN AVERAGE

Section 8. Formatting

- Formatting- Number Formats

Section 9. Formatting Table formats

- Formatting Table formats

Section 10. Updating a Calculation

- Updating a Calculation

Section 11. Percentages and Absolute References

- Percentages and Absolute References

Section 12. Conditional Formatting

- Conditional Formatting

Section 13. IF Function

- IF Function

Section 14. COUNTIF and SUMIF Function

- COUNTIF and SUMIF
Function

Section 15. Graphs & Charts

- Graphs and Charts
- Graphs & Charts part 2
- Graphs & Charts part 3

Section 16. Pie Chart

- Pie Chart

Section 17. Sorts

- Sort Function

Section 18. Filter Function

- Filter Function

Section 19. Pivot table

- Pivot table
- Pivot table part 2

Section 20. Freeze & Split

- Freeze & Split

Section 21. Presentation

- Table Formats
- Indents and Formatting Charts

Section 23. Print

- Printing the Worksheet and
Print Layout

Section 24. Shortcuts

- Shortcuts in excel
- Shortcuts- Navigation
- Shortcuts- Workbook Basics
- Shortcuts- Selection
- Shortcuts- Working with Data
- Shortcuts- Formula

Section 25. Common errors

- Common errors

Section 1. Introduction to Basic Microsoft powerpoint 2016

- Introduction to Basic
Microsoft Powepoint 2016

Section 2. Getting Started with PowerPoint 2016

- PowerPoint Interface
- Understanding of Backstage
View PowerPoint
- Changing Views & Add
guidelines

Section 3. Functioning with Presentations

- Build a PPTfrom scratch
- Build a presentation slide from
a template or theme
- Changing Themes
- Controlling the look of PPTand
Adding Header and Footer

Section 4. Functioning with Slides

- Customizing the layout slide
- Forming slides into sections
and readjusting slides

Section 5. Inserting Pictures to Presentation Slides

- Inserting pictures & alignment
of objects
- Effects to a picture
- Removing the background
from images and use of
eyedropper tool

Section 6. Inserting Content to Presentation Slides

- Use of bullet points & outline
mode
- Use of text boxes & word art
- Working on Tables

Section 7. Inserting Shapes, Diagrams & Charts to Presentation

- Adding and Formatting Shapes
- Cropping a shape to picture and merging shapes
- Use of Charts and Smart Arts_part 1
- Use of Charts and Smart Arts_part 2
- Adding Equations

Section 8. Inserting Animation, Audio & Video to Presentation Slides

- Adding and Formatting Video
- Adding and Formatting Audio
- Adding Slide Transitions and Animation to Objects_part 01
- Adding Slide Transitions and Animation to Objects_part 02

Section 9. Introduction to Advanced Microsoft PowerPoint 2016

- Introduction to Advanced Microsoft PowerPoint 2016

Section 10. Advanced Presentation Techniques

- Creating new style
- Adding more animation to a slide
- Motion Animation
- Drawing a Sketch

Section 11. Create 3D Pictures & Effects in PowerPoint

- 3D Pop-out Photos
- 3D Curved Roadmap
- 3D Effects to Wooden Block
- Effects to GIF image

Section 12. Finalizing the Presentation

- Adding Notes & Printing the Slides
- Preparing for Presentation & Adding Comments
- Reviewing & Comparing Changes

Section 13. Presenting the Slides

- Use of Slide Show & Presenter View
- Use of ink highlighter
- Use of set up slide show & custom slide show

Section 14. Exporting & Sharing the Presentation

- Save presentation as video
- Save a presentation in other format
- Sharing the Presentation

Microsoft Access 2016 Training Courses For Beginner and Advanced

Section 1. Basic database concepts and terminology

- Introduction to Microsoft Access
- Starting Microsoft Access
- What is new in Access 2016?
- Trusting a file
- Quick access toolbar
- Backstage view
- Exploring the ribbons
- Navigation pane
- Components of a database

Section 2. Creating a database, designing a table

- Planning and designing your database
- Create a table in Layout View
- Understanding the structure of a table
- Create a table using design view
- Create a table using calculated field
- Field Properties
- Importing data into Access
- Formatting tools
- Linking the tables

Section 3. Creating Queries

- Using Query wizard for Simple Queries
- Using design Query
- Sorting data using Queries
- Building calculated fields

Section 4. Creating and modifying Forms

- Create data entry forms
- Create compound forms
- Modifying forms in Layout and design view

Microsoft Access 2016 Training Courses For Beginner and Advanced

Section 5. Creating and Designing Reports

- Report on single table
- Report on multiple table and formatting
- Create reports through queries

Section 6. Exporting data and mail merge

- Exporting data from Access
- Creating a mail merge

Section 7. Practice files

- Contracts
- Customers
- Invoices

Section 8. Working with specialty queries

- Introduction to Microsoft Access
- Create tables using Application parts
- Make table query
- Update query
- Delete query
- Crosstab query
- Union Query
- Statistical Query

Section 9. Designing Forms

- Data source
- Form Controls
- Input Boxes
- Record Navigation
- Adding Buttons
- Setting the tab order
- Multiple forms
- Split forms

Microsoft Access 2016 Training Courses For Beginner and Advanced

Section 10. Creating and designing reports

- Report structure in design view
- Adding group
- Adding fields from other tables
- Adding totals and sub totals
- Conditional formatting and data bars
- Create mailing labels

Section 11. Working with Macros

- Creating a Macro
- Attaching macros to objects
- Using data macros

Section 12. Other applications in Access

- Publishing in HTML or XML
- Sharing via email
- Using data analysis tools
- Encrypting the database
- Splitting the database
- Conclusion

Section 13. Practice files

- Contracts
- Customers
- Employees Phone
- Employees
- Invoices
- New Products
- Products

Section 1. Outlook 2016

- Getting Started with Outlook 2016

Section 2. Working with Accounts

- Types of Email accounts
- Adding POP,IMAP Account
- Adding and Removing an Account

Section 3. Reading an E-Mail

- Reading an E-mail
- Managing the Inbox looks
- Adding Columns in inbox
- Saving and Removing attachments
- Searching an email

Section 4. Creating, Sending, Forwarding and Replying emails

- Creating and Sending an email
- Exploring Insert Tab
- Responding E-mails
- Text Body Formatting
- Creating e-mail Signature
- Setting Autoreply by creating Rule
- Creating Stationary
- Creating Voting Options in mail

Section 5. Working on contacts

- Creating New Contact
- Creating Contact from email
- Creating Contact Group
- Working with Categories
- Searching Contacts in People Hub
- Creating Contact Folder and Folder Group
- Forwarding Contact

Section 6. Conditional Formatting

- Setting Condition for inbox mails
- Follow up Flags
- Assigning Color Category
- Managing E-mail folders
- Automate tasks using quick steps
- Cleanup tools

Section 7. Calendar and Scheduling

- Introduction to Calendar Interface
- Creating an appointment
- Meeting Invitation
- Creating meeting through mail
- Creating Calendar Group
- Emailing and Printing your calendar

Section 8. Working on Tasks

- Creating and Assigning Tasks
- Working with electronic sticky notes

Section 9. Exploring Outlook

- Creating Backup File
- Customizing outlook settings

Section 10. Conclusion

- Conclusion

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- Customizing outlook settings

Section 10. Conclusion

- Conclusion

Section 1. Introduction

- OneNote Introduction

Section 2. Getting Started

- What is One Note
- Launching One Note
- Understanding the interface
- Sharing Notebook- Properties
- Creating a New Notebook
- Adding New Sections
- Working with Pages and Sub-pages
- Creating a Note

Section 3. Adding Content to OneNote

- Sending Content to One Note
- Copy data from PDF
- Screen Clipping
- Adding Images and Adding Media Files
- Inserting Excel Sheets
- Adding Equations and Symbols

Section 4. Formatting Content

- Formatting Text and Using Styles
- Bullets, Numbering, Spell Check and Auto Correct Options

Section 5. Organizing Information

- Customizing the Interface
- Search Option and Uses of Tags

Section 6. Working with Templates

- Adding new Templates
- Creating a New Template

Section 7. Formatting Changes

- FPage setup
- Adding Graphics to Background

Section 8. Working with tables

- Inserting a Table
- Formatting the Table

Section 9. Using One Note Writing Tools

- Using OneNote Draw Option
- Changing Handwriting, Shapes and Ink to Math option

Section 10. Sharing a Notebook

- Saving to other Formats
- Inviting others and Creating a shared link
- Syncing the Notebook

Section 11. Collaborating the Notebook

- Author Indicators and Identifying Recent changes

Section 12. Changing OneNote Options

- Quick access toolbar and Ribbon changes
- Email Option changes
- Setting up Password
- Backup Options for Notebook

Section 13. Reference Files

- Reference Files



Microsoft OneNote 2016 Training

Section 1. Introduction

- Introduction Advanced MS Project 2016

Section 2. Listing Activities

- Task Lists
- Lags and Predecessors

Section 3. Different Resource Charts

- Resource Charts
- Task Charts

Section 4. Menu

- Resources Menu
- Reports Menu
- Resources Cost Overview
- Projects Menu
- View and TFS Menus
- Format Menu

Section 1. Introduction

- Introduction to Microsoft Sway
- Screen Tab Terms Explained

Section 2. Explained The Options

- Cards Tab Text Option Explained
- Image and Video Option Explained
- Tweet and Embed Option Explained
- Group Option Explained
- Design and Layout Option Explained
- Remix Option Explained
- Option through Docs.com
- Share Blogging Option Explained

Section 3. Microsoft Sway

- When to use Microsoft Sway

Section 1. Introduction

- Visio Introduction

Section 2. Smart Shapes and Basic Chart

- Visio UI
- Smart Shapes
- Basic Flow Chart

Section 3. Pages and Colors

- Background Pages
- Insert Graphical Elements
- Containers and Call Outs
- Themes and Colors
- Hyperlinks

Section 4. Visual Aids and Task Panes

- Visual Aids
- Task Panes

Section 5. Different Windows and Share and Publish Diagrams

- Different Windows Views
- Share and Publish Diagrams
- Working with Layers
- Create organization Chart

Section 6. Create Organization Chart

- Layout and Relayout
- Manager Technology
- Team Frames
- Special Project Team
- Create Link
- Using Vizart

Section 7. Create Brainstorming Diagram

- Create Brainstorming Diagram
- Ease of Website Usage
- Select a Style
- Create Timelines

Section 8. Create Timelines

- Production Release
- How will Create Timelines?
- CMS Project Migration
- Create Calendar

Section 9. Create Floor Plan

- Create Floor Plan
- Office Furniture and Office Equipment
- Wall Share and Structure

Section 10. Create Wireframes

- Create Wireframes

Section 11. Microsoft Visio 2016 - Advanced

- Introduction to Visio

Section 12. Making Simple Diagram

- Making Simple Diagram
- Becoming Familiar with Menus
- Creating Extra Diagram
- Process Menu
- Review and View Menus



Frequently Asked Questions

Why should I do this MS Office course?

Because this is the most comprehensive Online MS Office course you would ever find in the market. And also this course can be done from anywhere and you can do it anytime you choose.

How to use this Online MS Office course for maximum output?

After doing each module, practice the lessons. Try out yourself on MS Office and see whether you're able to understand. If yes, great, go to the next module. If no, revisit the module and go through it again and repeat.

I'm from Psychology domain. Can I do this MS Office course?

Yes, why not. If you need to use MS Office quite frequently, you should do this course. And once you begin to use MS Office well, you will that your career and your productivity will skyrocket.



Customer Reviews

“

Nice and neat course explaining the whole microsoft project in more detailed and clear follow with many of examples and explanation, give us a clear view on how, what, where to proceed and progress our work task in microsoft project with more advanced techniques and impressive method to impress third party.

Louis Hong

”

This Excel training course was one of the best, if not the best, that I have ever watched. The videos and tutorials walk you through everything you need to know from the get-go of opening the Excel program. I have seen a few other video tutorials of Excel where they just take off and leave the learner behind, but these were very informative and very well done!

Jacob H. Brooks

”

Great course for the basics. I thought I knew all of this but learned a few tricks. It was nice to throw in the mail merge at the end. I know some people will think that is a bit advanced. It really isn't, very easy to accomplish. I will be moving on to the more advanced. I think I know most of it but I really want to see some more tricks.

Steven Lilgreen



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