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MS Office Basics; Word, Excel, PowerPoint, (In-Home Training)

36 Hours

Objective: This course will make the clients familiar with working with MS Office, word, Excel and PowerPoint

Course Syllabus

Course covers several items including but not limited to the following

- Installing and setting up an online office account
- Using the Office Common features and ribbon
- Basic Word Processing
- Editing and Formatting
- Tables, Graphics and Charts
- Proofing and research tools
- Printing documents
- Excel basics
- Building Spreadsheet In Excel
- Basic formulas for excel
- Creating Presentation In Power Point

Cost of In-Home Training Courses

- Tuition **\$4,879**
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Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Office 2016 Essentials Quick Reference Guide
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.