WHY AMDC?

- **ISO Certified Course**
- **Certification after Course Completion**
- **Industry Expert Trainers**
- **Lifetime Membership**
- **Personal Mentoring**
- **60+ Hours Session**
- **Placement Assistance**
- **Technical Assistance**
- **Interview Preparation**
- **SoftSkill Training**

Course Content

Week 1: Word Essentials (10 hours)

Introduction to MS Word and Home Tab

- Overview of Word interface
- Creating, saving, and opening documents
- Formatting text and paragraphs

Working with Tables, Graphics and Insert Tab

- Inserting and formatting tables
- Inserting and formatting graphics and SmartArt
- Headers and footers

Document Formatting and Styles

- Working with styles and themes
- Page layout and formatting

Mailings, Review and View

- Mail Merge
- Spelling and Grammar

Course Content

Week 2 and 3: Excel Fundamentals

Introduction to Excel

- Overview of Excel interface
- Navigation and basic commands
- Creating, saving, and opening workbooks
- Entering and editing data
- Formatting cells and tex

Formulas

- Using basic formulas and functions
- Logical functions
- Lookup and reference functions
- Text functions

Managing Worksheets and Workbooks

- Renaming, inserting, and deleting worksheets
- Managing workbook views
- Linking data between worksheets

Data Analysis and Visualization

- Sorting and filtering data
- Conditional formatting
- Creating charts (bar, line, pie, etc.)
- Chart formatting and customization

Course Content

Week 2 and 3: Excel Fundamentals

Data Analysis with What-If Analysis

- Goal Seek
- Scenario Manager
- Data Tables

Introduction to Pivot Tables

- Creating PivotTables
- Modifying PivotTables
- PivotTable analysis and visualization
- Advanced PivotTable Features

Course Content

Week 4 PowerPoint Basics and Advanced Techniques

Introduction to MS PowerPoint

- Overview of PowerPoint interface
- Creating, saving, and opening presentations
- Adding and formatting slides

Slide Design and Layout

- Applying themes and slide layouts
- Working with text boxes and shapes
- Slide transitions and animations

Multimedia and Advanced Features

- Inserting and formatting multimedia elements (images, audio, video)
- Using slide master and templates

Get in Touch

Batch Starts from 1st May

Fees: 4000+GST

Contact us to get more info

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