MS Office 365: Excel, Word, PPT, Outlook

Learn the everyday Microsoft Office 2024/365 apps: Word, Excel, PowerPoint, Outlook and Access, from basic to advanced.

COURSE AT A GLANCE

Duration	Flexible
Level	Intermediate
Class time	Mon to Fri: 1 hour daily, or Sat and Sun: 2-hour classes
Batch size	1 to 3 students (one-to-one or small group)
Mode	Live online on Google Meet
Language	Hindi or English
Certificate	Yes, with real project work
Support	Phone and Google Meet doubt support
Demo	Free 3-4 day demo class

BENEFITS

- Be confident with daily office software
- Prepare documents and presentations faster
- Get ready for entry-level office jobs

YOUR GOAL

Handle everyday office work quickly and neatly.

WHO SHOULD LEARN

Beginners and job seekers who need office skills.

HOW IT IS TAUGHT

Live on Google Meet by Sujeet Sir in Hindi or English, with real company examples, projects, a certificate and doubt support on phone after the course.

COURSE OUTLINE

Word - basic, intermediate and advanced

Basic: the Word window, new documents, editing, text and paragraph formatting, tables, page layout, graphics, proofing, printing and exporting. Intermediate: styles and outlines, table formatting, illustrations, advanced document formatting, document sharing, mail merge. Advanced: forms, objects and charts, tables of contents, indexes and footnotes, ribbon customisation, building blocks, master documents, macros and VBA basics.

Excel - basic and intermediate

Basic: the Excel environment, entering and editing data, formulas, modifying worksheets, functions, formatting, charts, graphics and printing. Intermediate: managing large workbooks, linking worksheets and workbooks, advanced formatting, outlining and subtotals, cell and range names, sorting, filtering and tables, web features, auditing, templates.

PowerPoint - basic and advanced

Basic: the interface, creating presentations, slides, shapes, WordArt and pictures, tables and charts, SmartArt, preparing and printing. Advanced: slide masters and transitions, media and animations, custom slide shows, action buttons, equations, integrating Office files, finalising and distributing presentations.

Outlook - basic and advanced

Basic: e-mail basics, attachments, e-mail management, contacts, tasks, appointments, meeting requests. Advanced: customising Outlook, signatures, voting buttons, out-of-office messages, rules, mailbox management, searching, notes and journals, collaboration.

Access - basic

Database concepts, planning databases, tables, fields and records, field properties and validation rules, basic queries, forms and reports.

YOUR TRAINER

Mr. Sujit Kumar Singh (MCA), MIS & Data Analyst
Excel, VBA, Power BI, SQL and Python trainer with 21+ years of experience. Worked as an MIS Executive and VBA Developer in 10+ companies and is a report consultant for 40+ organizations. Founder of IPT Excel School (2007), one of the first institutes offering live online Advanced Excel and MIS training. YouTube: Sujeet Kumar Advanced Excel Training in Hindi.

Join a free 3-4 day demo class. Call or WhatsApp Sujeet Sir on +91 88025 79388 and book your batch. Live online on Google Meet, in Hindi or English.