

Office Application Training

Course Duration: 1.5 Months
Class Time: 1.5 Hrs



Microsoft Windows 11

- Introduction to Windows Environment
- Creating Folders, manage folders structure to store files in order
- Searching and Open files
- Setting user's privileges as per the users
- Installing/ setting application and Uninstalling applications
- Configuring devices and installing device drivers
- Virus and security threats, Virus scanning and cleaning to avoid virus threats
- Creating backups of files
- Setting printing options before printing command
- Writing files to Removable drives, CD or DVD by using Related Software

Microsoft Word 2024

- Create and format text
- Create copy and paste; Copy format and paste format
- Develop heading and creating format in different styles
- Creating styles and formatting documents
- Find the desired text and replace with the next
- Inserting pictures, format pictures, Adjust colour and Arrange Pictures
- Inserting clipart, smart arts, and graphs
- Creating hyperlink and comments
- Working with Header, footer, textbox, equation, and symbols
- Working with Page design and layout
- Creating Table of Contents, Footnotes, Endnotes, List of tables, list of figures
- Creating bibliography, cross-references, and Captions
- Working with Comments and Track Changes
- Mail Merge
- View window in different ways and comparing between the files

Microsoft Excel 2024

- Setting Excel File options
- Working with Text formats and number formats
- Creating tables and Cell Styles
- Working with conditional formatting and Table Formats
- Sort, Filter, Series Fill, Flash fill and Auto sum
- Inserting pictures, smart art graphics, charts, hyperlinks headers/ footer, equation, and symbols,
- Setting page layout, arranging shapes and printing area set up
- Working with basic Excel formulas to perform simple calculations
- Working with logical function, Lookup and reference functions
- Defining table names and using them in formula
- Grouping/ Ungrouping data
- Sorting the records
- Working with text proofing and Text editing
- Protecting Sheets with password
- View window in different views
- Freezing panes and Splitting sheets

Microsoft PowerPoint 2024

- Setting PowerPoint 2021 file environment
- Building your own slides
- Creating Design and Text in attractive Formats
- Searching New online templates and themes
- Inserting Tables, Symbols, Pictures, Charts and Graphic Smart Arts
- Inserting Video, Audio and Screen Recording
- Inserting background themes or templates for presentation
- Applying attractive Transitions
- Applying Attractive Animation to the designed text and objects
- Setting Timing with Transitions and Animations
- Building up Presentation and Setting Slide Show
- Editing Text and Comparing
- Printing slides
- Presentation Views

Collaborative Tools & AI Integration for Efficient Workflows

1. Google

- Google Docs: Real-time document collaboration, version history, and commenting features.
- Google Sheets: Sharing, analyzing data collaboratively, and advanced functions.
- Google Slides: Collaborating on presentations with shared editing and live feedback.
- Google Forms: Creating surveys, quizzes, and collecting responses through collaborative tools.

2. Microsoft

- Microsoft Word Online: Real-time collaboration on documents with editing, commenting, and version control features.
- Microsoft Excel Online: Use advanced formulas and features.
- Microsoft PowerPoint Online: Co-create presentations with live editing, comments, and shared design tools.
- Microsoft Forms: Create surveys, quizzes, and collect responses with built-in analytics for collaborative review.

3. AI-Enhanced Collaboration Tools: Integrating Smart Features:

- Integrating AI to enhance productivity (e.g., smart suggestions in Google Docs and Sheets).
- Using AI-powered tools to automate routine tasks (e.g., data analysis, content generation).
- AI-assisted project management for smoother collaboration.

Internet & Email

1. Internet

- Understanding the World Wide Web
- Key concepts and terminology
- Using search engines effectively
- Connecting to the Internet
- Evaluating web sources

2. Email

- Sending up an email account
- Sending and receiving emails
- Organizing and managing email
- Using email for collaboration and group communication
- Email etiquette and best practices
- Addressing and composing professional emails

Nepali Typing

- Tradition and Romanized Unicode
- Preeti