



AiNS Computer Institute

MS-OFFICE



"Empower Your Productivity: Master
Microsoft Office!"

JOIN
AiNS



+91 8805845720

ainscomputerinstitute.com



MS-OFFICE?

The Microsoft Office course provides comprehensive training in three essential applications: MS Word, MS Excel, and MS PowerPoint.

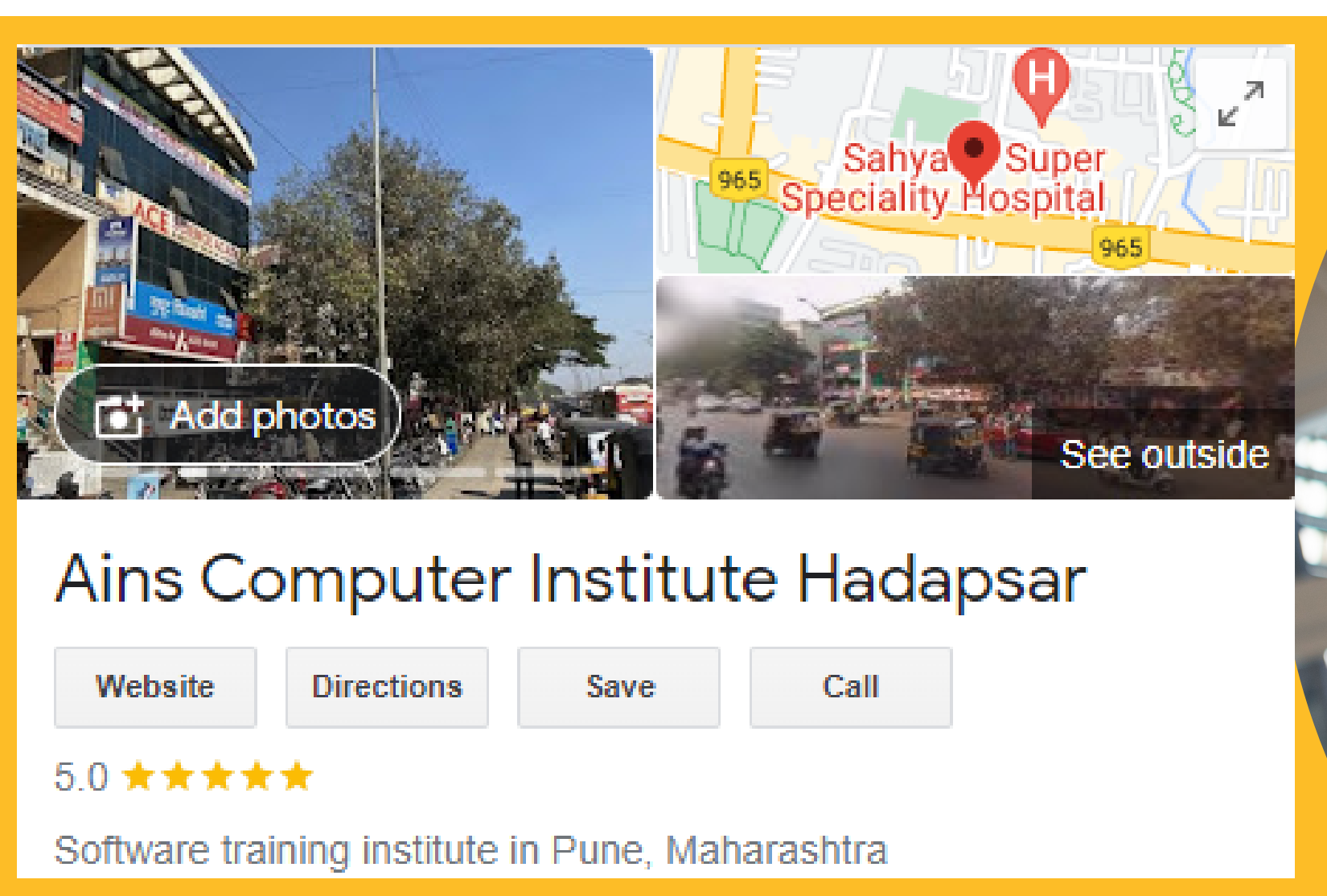
1. **MS Word**: Learn to create professional documents with advanced formatting, styles, and templates. Discover features such as track changes, mail merge, and collaboration tools to enhance document creation and editing.
2. **MS Excel**: Master the art of data analysis and visualization using Excel. Explore functions, formulas, and pivot tables to manipulate data efficiently. Gain insights into data trends and create dynamic charts and graphs for effective reporting.
3. **MS PowerPoint**: Unlock the power of visual communication with PowerPoint. Develop captivating presentations using multimedia elements, animations, and slide transitions. Learn to convey ideas effectively and engage your audience with polished and impactful presentations.

Throughout the course, participants will acquire practical skills and techniques to boost productivity, streamline workflows, and unleash the full potential of Microsoft Office suite for professional and personal use.



WHY AiNS?

"AiNS Computer Institute stands out as the premier choice for MS-Office courses due to its exceptional faculty and comprehensive curriculum. With experienced instructors who possess deep expertise in Microsoft Office applications, students receive personalized attention and guidance. The institute's commitment to practical, hands-on learning ensures that students gain proficiency in MS Word, Excel, and PowerPoint, empowering them to excel in their professional endeavors. AiNS Computer Institute's reputation for excellence, coupled with its dedicated faculty, makes it the top destination for individuals seeking to master Microsoft Office skills."



Ains Computer Institute Hadapsar

5.0 ★★★★★

Software training institute in Pune, Maharashtra

Website Directions Save Call



BENEFITS at AiNS



1

Expert Faculty

2

Industry-Relevant Curriculum

3

Career Guidance & Opportunities

4

Recognized ISO Certification

5

Real-World Data Analysis Projects

6

Access to Premium Tools and Datasets

7

Get Interview Ready & Resume Building

8

100% Job Assistance



Certificate of Completion

This Certificate is presented to SAMPLE for successfully completing

his/her course in SAMPLE by securing 99%

We wish him/her success in life.

*(This percentage is based on student's Practical
& Written examination)*

Digitally signed by

Nasir Hassan Nasir Hassan Khan

Khan
Date: 2024.03.16
16:08:40 +05'30'

AUTHORISED SIGNATORY
DIRECTOR



9001:2015



OUR CERTIFICATION:

ISO course certification offers several advantages:

1. **International Recognition:** ISO certifications are globally recognized, demonstrating compliance with international standards and best practices.
2. **Enhanced Credibility:** Certification enhances the credibility and reputation of the organization, instilling confidence in customers, stakeholders, and partners.
3. **Improved Efficiency:** ISO standards often focus on improving processes, leading to increased efficiency, reduced waste, and cost savings.
4. **Market Access:** Certification can provide easier access to new markets, as many contracts and tenders require ISO certification as a prerequisite.
5. **Risk Management:** ISO standards help identify and mitigate risks, ensuring better management of potential threats to the organization.
6. **Customer Satisfaction:** Compliance with ISO standards often leads to higher customer satisfaction due to improved quality and consistency of products or services.
7. **Competitive Advantage:** Certification can give a competitive edge by demonstrating commitment to quality, safety, and environmental responsibility.
8. **Legal Compliance:** ISO standards often align with legal requirements, ensuring compliance and reducing the risk of penalties or legal issues.
9. **Continuous Improvement:** ISO certification encourages a culture of continuous improvement, leading to ongoing refinement of processes and performance.
10. **Employee Morale:** Employees often take pride in working for a certified organization, leading to increased morale and motivation.

value

adding

DEMAND:

- Microsoft Office continues to be in high demand in the job market across various industries and sectors. Here are a few reasons why:
- 1. ****Ubiquitous Usage****: Microsoft Office applications such as Word, Excel, and PowerPoint are widely used by businesses, organizations, educational institutions, and individuals worldwide. Proficiency in these applications is often considered a basic requirement for many job roles.
- 2. ****Essential Skills****: Employers typically look for candidates with strong Microsoft Office skills, as these applications are fundamental for tasks such as document creation, data analysis, and presentations. Proficiency in MS Office can enhance job prospects and increase employability.
- 3. ****Versatility****: Microsoft Office is versatile and adaptable to different job functions and industries. Whether you're in administration, finance, marketing, or any other field, knowledge of MS Office can streamline processes and improve productivity.
- 4. ****Collaboration Tools****: Microsoft Office 365 offers collaborative features such as real-time co-authoring, cloud storage, and communication tools (e.g., Teams), which are increasingly essential for remote work and team collaboration.
- 5. ****Continuous Updates and Integration****: Microsoft regularly updates its Office suite, introducing new features, improvements, and integrations with other software and services. Staying updated with the latest versions and functionalities can give professionals a competitive edge in the job market.

Overall, proficiency in Microsoft Office remains highly valued by employers, making it a skillset with enduring demand in the job market.



SYLLABUS CONTENT:

OPTIONAL



**Advanced
English Typing**



MS-OFFICE



MS-EXCEL



**MS-
POWERPOINT**



ADVANCED ENGLISH TYPING

Typing proficiency and a minimum speed of **30 words per minute (WPM)** are crucial skills for interviews and professional settings.

We also provide you with Typing
Certification:

Typing Master Test Certificate, | 04-Apr-24 | Typing Master

Siddharth Rokade

has today successfully completed a computer based
Typing Master typing test with the following results:

Test name:	Aesop's fables
Date:	04-Apr-24 4:16 PM
Duration:	2:00 min.
Done:	2:00 min.
Gross speed:	72 wpm
Accuracy:	99%
Net speed:	71 wpm
Gross strokes:	720
Error hits:	5 (1 errors * 5)
Net strokes:	715

Signature:



- **Keyboard Learning & Handling Tricks**
- **Short-Cut Keys**
- **Typing Lessons**
- **Passages Typing Skills**
- **Speed tests (30w.p.m) Target**



MS-WORD

- **Introduction+ Note Pad+ Word-pad**

Word-

- **File Menu**
- **Home Menu**
- **Insert Menu**
- **Design Menu**
- **Page Layout Menu**
- **Reference Menu**
- **Mailings Menu**
- **Review Menu**
- **View Menu**
- **Quick Access Tool**
- **Assignment**



MS-EXCEL

A) Theory i) 1) Feature, Use and Learning Abilities for MS – Excel

ii) 2) MS – Excel History

iii) 3) MS - Excel Window Introduction

B) Practical i) Paste Special

ii) Error Handling

iii) Go To Tool

iv) Find & Replace

v) Number Formatting -

vi) Data Types in MS – Excel

vii) Shortcut Keys

viii) Cell Referencing & Cell Locking Mechanism



MS-POWERPOINT

- **File Menu**
- **Home Menu**
- **Insert Menu**
- **Design Menu**
- **Transition Menu**
- **Animation Menu**
- **Slide Show Menu**
- **Review Menu**
- **View Menu**
- **Format Menu + Quick Access Tool Bar**
- **Assignment**

