

LEADERS

TRAINING CENTRE

"Empowering Minds, Transforming Careers"

All-in-One MS Office

From Beginner to Pro in Word, Excel,
PowerPoint Outlook , MS WINDOWS &
Computer Basics

Beginner to Pro



Comprehensive Student Guide



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Learn with us

- ✓ MsWindows & Computer Basics
- ✓ Word, Excel, PowerPoint Outlook
- ✓ Email & Internet Settings
- ✓ PC Security Techniques

For the qualification
& more information :

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How Can YOU Master the Microsoft Suite even if you are not tech-savvy?

When it's time to start mastering the Microsoft suite, you need a truly beginner-friendly Course. It should tell you everything you need to know about Microsoft Office 365

-  Instantly Boost Your Career with step-by-step instructions in this Course
-  Master Complex Tasks thanks to easy-to-digest Syllabus developed by our Trainers
-  Make Rapid Progress no matter your knowledge and skill level

Microsoft 2025 Office 365

THE #1 CRASH COURSE FROM BEGINNERS TO ADVANCED.
EASY WAY TO MASTER THE WHOLE SUITE IN NO TIME



5 BONUS INSIDE



COMPUTER BASICS

This comprehensive module introduces new users to the foundational concepts of computer hardware, software, internet usage, safety practices, and essential skills for digital navigation.



MS WINDOWS

A Windows-specific session to enhance skills in navigation, file management, and shortcuts.



INTERNET & E-MAIL

Learn how to connect a computer to the internet using Wi-Fi or Ethernet. This lesson also covers network settings and troubleshooting common connectivity issues.

SINGLE

- **24 Hours of Live Classes:** Interactive sessions
- **Hands-on Practical Training:** Apply skills with real-world projects and exercises.
- **Expert Guidance:** Learn from certified trainers, with personalized feedback and Q&A.
- **Certificate of Completion:** Earn an official certificate to boost your career.

COMBO

- **30 Hours of Live Training:** 20 hours covering essential MS Office skills and 10 hours focused on Advanced Excel.
- **Hands-on Practical Training:** Apply skills with real-world projects and exercises.
- **Expert Guidance:** Learn from certified trainers, with personalized feedback and Q&A.
- **Certificate of Completion:** Earn an official certificate to boost your career.
- **Access to Recordings:** Review sessions anytime for ongoing learning.

FLEXI

- **40 Hours of Live Classes:** Interactive sessions MS Office + Advanced Excel + Data Analysis
- **Hands-on Practical Training:** Apply skills with real-world projects and exercises.
- **Expert Guidance:** Learn from certified trainers, with personalized feedback and Q&A.
- **Certificate of Completion:** Earn an official certificate to boost your career.
- **Access to Recordings:** Review sessions anytime for ongoing learning.

Computer Basics & Using a Computer

Get hands-on practical

training with computers in
our fully equipped lab.

LIVE CLASSES

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.



01

Computer Basics

This comprehensive module introduces new users to the foundational concepts of computer hardware, software, internet usage, safety practices, and essential skills for digital navigation.



02

Creating Folders, Directories

Learn how to organize your files by creating folders and directories on your computer. Understand the importance of effective file management for easy access and storage.



03

Introduction to Paint

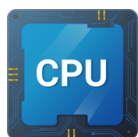
Discover the basics of using Microsoft Paint for simple image editing and drawing. Learn how to create, edit, and save images using the tools in Paint.



04

Computer Components

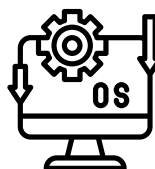
Gain knowledge about the fundamental parts of a computer, including the hardware components like the motherboard, RAM, and hard drive. Understand how these components work together to make your computer function.



05

Input and Output Units, CPU

Learn about the various input devices (keyboard, mouse) and output devices (monitor, printer) that allow you to interact with your computer. Explore the role of the CPU in processing instructions and data.



06

Hardware vs. Software

Understand the difference between hardware, the physical parts of the computer, and software, the programs and applications that run on it. Learn how they complement each other for smooth operation.



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Microsoft Excel Basic Level

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LIVE CLASSES

Introduction to Excel

- Excel Interface, Rows and Columns: Learn the layout of Excel's interface and how to navigate through rows and columns. Understand how to enter and organize data efficiently.
- Naming Cells, Workbook Management: Discover how to name cells for easier reference and manage multiple workbooks to stay organized.

Formatting Excel Workbook

- File Operations (New, Open, Save, Save As): Learn the basics of creating, opening, and saving files in Excel. Understand how to save your work in different formats.
- Text Formatting (Font Size, Style, Bold, Italic, Underline): Master text formatting tools to make your data more readable and presentable.
- Column, Row, Cell Formatting: Learn how to format rows, columns, and individual cells for a clean and organized worksheet.

Perform Calculations with Functions

- Creating Formulas: Learn to create simple and complex formulas for calculations.
- Date, Financial, Logical, Lookup, and Statistical Functions: Explore various functions in Excel to handle dates, financial data, logic operations, lookups, and statistical analysis.

Sort and Filter Data

- Sorting and Filtering: Learn how to sort and filter data in Excel to make it easier to analyze and work with large datasets.
- Number and Text Filters, Conditional Formatting: Discover how to apply filters for specific data and use conditional formatting to highlight key values.

Create Effective Charts

- Chart Types (Column, Pie, etc.): Learn about different types of charts and when to use them for visualizing data.
- Chart Design, Format, Layout, Title, Data Series: Understand how to customize your charts to make them clear, informative, and visually appealing.

PivotTables and PivotCharts

- Creating PivotTables and PivotCharts: Learn how to create PivotTables and PivotCharts for summarizing and analyzing complex data.
- Slicers, Calculated Fields: Explore how to add slicers for better data filtering and calculated fields for advanced analysis.

Protecting and Sharing Workbook

- Workbook Protection, Track Changes, Comments, Excel Objects in Word/PowerPoint: Learn how to protect your workbooks, track changes, add comments, and integrate Excel data into Word/PowerPoint.

Macros

- Recording and Assigning Macros: Learn how to automate repetitive tasks by recording macros and assigning them to buttons.
- Macro-Enabled Workbooks: Understand how to save and share workbooks with macros enabled for seamless automation.

Proofing and Printing in Excel

- Page Setup, Print Area, Headers and Footers: Learn how to set up your Excel workbook for printing, including defining print areas and adding headers/footers for professional presentation.



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Microsoft Word Basic Level

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LIVE CLASSES

Text Basics

- Typing and Aligning Text: Learn how to type, align, and organize text effectively in your documents.
- Editing (Cut, Copy, Paste, Select All, Clear): Master basic text editing tools such as cut, copy, paste, and clearing text for efficient document creation.
- Find & Replace: Learn how to quickly search for and replace text in your document using the Find & Replace tool.

Text Formatting and File Management

- File Operations (New, Open, Save, Save As): Understand how to create, open, save, and save documents in various formats.
- Text Formatting (Font Size, Style, Color, Bold, Italic, Underline): Learn how to apply text formatting to enhance readability and appearance.
- Text Case, Line, and Paragraph Spacing: Discover how to adjust text case, line spacing, and paragraph settings for proper document formatting.
- Tabs and Indents: Learn how to use tabs and set indents for better text alignment and organization.

Working with Objects

- Shapes, Clipart, Word Art, SmartArt: Learn how to insert and manipulate shapes, clipart, Word Art, and SmartArt to enhance your document design.
- Columns, Object Order: Discover how to create and arrange columns, and manage the order of objects in your document.
- Page Numbers, Dates, Symbols, Charts: Learn how to add page numbers, dates, symbols, and charts to your document for better structure.

Headers & Footers

- Custom Headers and Footers: Learn how to create and customize headers and footers for consistent document formatting.
- Adding Section Breaks: Discover how to add section breaks to divide your document into different sections with unique formatting.

Bullets and Numbering

- Bullets and Numbered Lists: Learn how to create and format bullet and numbered lists for organizing content. Multilevel Numbering:
- Discover how to create and customize multilevel numbered lists for hierarchical organization. Page Borders and Backgrounds: Learn
- how to apply borders and backgrounds to your document pages for a more polished appearance.

PivotTables and PivotCharts

- Creating PivotTables and PivotCharts: Learn how to create PivotTables and PivotCharts for summarizing and analyzing complex data.
- Slicers, Calculated Fields: Explore how to add slicers for better data filtering and calculated fields for advanced analysis.

Protecting and Sharing Workbook

- Secure your Excel file with passwords and lock specific cells or sheets.
- Encrypt workbooks for added security and collaborate while controlling edits.
- Monitor and review modifications and set user permissions for edits.
- Manage and restore file versions.

Tables

- Table Creation and Formatting: Learn how to create and format tables to organize data effectively.
- Table Styles, Alignment, Merge, and Split Options: Discover how to apply styles, adjust alignment, and merge/split table cells.

Styles and Content

- Using and Modifying Styles: Learn how to use and customize document styles for consistent formatting throughout your document.
- Table of Contents, Footnotes, Endnotes: Discover how to create a table of contents and manage footnotes and endnotes for professional documentation.
- Spell Check, Grammar Check: Learn how to use Word's spell and grammar check tools to ensure document accuracy.
- AutoCorrect Options: Discover how to use AutoCorrect to automatically fix common typing errors.
- Page Setup, Margins, Print Preview: Learn how to adjust page setup, margins, and use print preview to prepare documents for printing.

Merging Documents

- Typing and Importing Address Lists: Learn how to import and type address lists for mail merging purposes.
- Field Insertion, Merging to Envelopes and Labels: Discover how to insert fields and merge data into envelopes and labels for efficient document creation.
- Word Options, Proofing Tools, Templates: Learn how to customize. Word options, use proofing tools, and apply templates for document consistency.
- Restricting Document Access, Protected View: Discover how to control access to your document and enable protected view for added security.



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Microsoft PowerPoint Basic Level

Get hands-on practical
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LIVE CLASSES

PowerPoint Basics

- File Operations (New, Open, Save, Save As): Learn how to create, open, save, and save presentations in various formats.
- Typing, Text Alignment, Formatting (Font, Style, Color): Discover how to type, align, and format text using different fonts, styles, and colors for professional presentations.

Creating Slides and Themes

- Inserting and Duplicating Slides: Learn how to add and duplicate slides to build your presentation efficiently.
- Applying and Modifying Themes: Understand how to apply and customize themes to give your presentation a cohesive design.

Working with Objects

- Shapes, Clipart, Word Art, SmartArt: Learn how to insert and manipulate shapes, clipart, Word Art, and SmartArt to enhance your document design.
- Columns, Object Order: Discover how to create and arrange columns, and manage the order of objects in your document.
- Page Numbers, Dates, Symbols, Charts: Learn how to add page numbers, dates, symbols, and charts to your document for better structure.

Headers & Footers

- Custom Headers and Footers: Learn how to create and customize headers and footers for consistent document formatting.
- Adding Section Breaks: Discover how to add section breaks to divide your document into different sections with unique formatting.

Bullets and Numbering in Slides

- Format lists for clear organization and change bullet icons and numbering formats.
- Create structured, hierarchical points and control list alignment and layout.
- Transform lists into visuals and animate bullet points for engaging slides.
- Apply uniform formatting easily.

Hyperlinks and Action Buttons

- Link to slides, websites, or documents.
- Add interactive navigation within slides.
- Set triggers like click, hover, or open files.
- Use links in text, shapes, or buttons for seamless flow.

Movies and Sounds / Animation and Transitions

- Inserting Video and Audio Files: Learn how to insert video and audio files into your slides for dynamic multimedia presentations.
- Playback and Formatting Options: Discover playback settings and formatting options for multimedia content in your slides.
- Animation, Custom Animations, Slide Transitions: Learn how to add animations to elements and transitions between slides to create a dynamic presentation

SmartArt and Tables

- Working with Tables and SmartArt: Learn how to use tables and SmartArt to organize and present information clearly.

Slide Master

- Slide Master Setup, Custom Layouts, Placeholders: Understand how to set up the Slide Master, customize layouts, and add placeholders for consistency across slides.
- Starting Slide Show, Rehearse Timing, Custom Slide Show: Learn how to start a slide show, rehearse timings, and create a custom slide show for specific audiences.
- Spell Check, AutoCorrect, Save Options, Print Preview: Discover how to use spell check, AutoCorrect, and save options, and preview your presentation before printing.



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Internet Basics & Using Email

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LIVE CLASSES

Module 01

Internet Basics & Email Functions

- Sending and Receiving Emails: Learn how to send, receive, and manage email messages efficiently, including handling attachments.
- Browsing & Search Engines: Understand how to browse the internet and use search engines to find relevant information. Text Chatting,
- Blogging, and Social Media: Explore online communication tools such as text chatting, blogging, and social media platforms.

Module 02

Outlook Configurations

- Secure and Non-Secure Email Settings: Learn about configuring secure SSL/TLS settings and non-SSL email configurations for Outlook.
- User Interface & Mailbox View: Understand Outlook's user interface, how to navigate mailbox views, and organize your messages.
- Displaying & Composing Messages: Discover how to display, read, and compose email messages in Outlook.
- Contacts & Special Folders: Learn how to manage your contacts and organize important folders like Sent, Drafts, and Junk.
- Server Settings & Calendar Management: Learn how to configure server settings and use Outlook's Calendar for managing appointments and events.



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THANK YOU

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