

Live Training on Microsoft Excel : Beginners to Advanced Level (Complete Syllabus)

Section	Description
---------	-------------

Microsoft Excel Beginners Level.

Section E101 : Microsoft Excel Fundamentals	
1	Launching Excel
2	MS Excel Start up Screen
3	Introduction to the excel Interface
4	Customizing the Excel Quick access toolbar & Ribbons
5	Saving an Excel Document
6	Opening an Exiting Excel Document
7	Excel Shortcut Keys.
Section E102 : Entering and Editing Text and Formulas	
1	Entering Text to Create Spread sheet Titles
2	Working with Numeric Data in Excel
3	Working with Date Values in Excel
4	Working with Cell References
6	Relative Versus Absolute Cell References in Formulas
7	Modifying an Excel Worksheet
Section E103 : Working with Basic Excel Functions	
1	The structure of an Excel Function
2	Working with the SUM(), MIN(), MAX(), AVERAGE() Function
3	Working with the COUNT() Function
4	Adjacent Cells Error in Excel Calculations
Section E104 : Formatting Data in an Excel Worksheet	
1	Working with Font Formatting Commands
2	Changing the Background Color of a Cell
3	Adding Borders to Cells
4	Formatting Percentages
5	Creating Styles to Format Data
6	Merging and Centering Cells
Section E105 : Inserting Object into an Excel Worksheet	
1	Inserting object Excel Shapes
Section E106 : Creating Basic Charts in Excel	
1	Creating an Excel Column Chart
2	Working with the Excel Chart Ribbon
3	Formatting an Excel Chart
4	Adding and Modifying Data on anExcel Chart
5	Working with Excel Pie Charts
Section E107 : Printing an Excel Worksheet	
1	Viewing your Document in Print Preview
2	Changing the Margins, Scaling andOrientation
3	Working with Page Layout View
4	Adding Header and Footer Content

Live Training on Microsoft Excel : Beginners to Advanced Level (Complete Syllabus)

Section	Description
---------	-------------

Microsoft Excel _ Intermediate Level

Section E201 :	Working with an Excel List
1	Understanding Excel List Structure
2	Sorting a List Using Single Level Sort
3	Sorting a List Using Multi Level Sort
4	Using Custom Sorts in an Excel List
5	Filter an Excel List Using the AutoFilter Tool
6	Creating Subtotals in a List
7	Excel Function: SUBTOTAL()
8	Format a List as a Table
9	Using Conditional Formatting to Find Duplicates
10	Removing Duplicates
Section E202 :	Working with Large Sets of Excel Data
1	Using the Freeze Panes Tool
2	Grouping Data (Columns and/or Rows)
3	Print Options for Large Sets of Data
4	Linking Worksheets (3D Formulas)
5	Consolidating Data from Multiple Worksheets
Section E203 :	Excel Data Validation
1	Understand and Create an Excel Data Validation List
2	Adding a Custom Excel Data Validation Error
Section E204 :	Excel PivotTables and Pivot Charts
1	Understanding Excel Pivot Tables
2	Creating an Excel Pivot Table
3	Modifying Excel Pivot Table Calculations
4	Grouping Pivot Table Data
5	Formatting Pivot Table Data
6	Modifying Pivot Table Calculations
7	Drilling Down into Pivot Table Data
8	Creating Pivot Charts
9	Filtering Pivot Table Data
10	Filtering with the Slicer Tool
Section E205 :	Making a Dynamic Sales Dashboard using Pivot Charts
1	Making a Dashboard - 1
2	Making a Dashboard - 2
3	Making a Dashboard - 3
Section E206 :	Protecting Excel Worksheets and Workbooks
1	Protecting Specific Cells in a Worksheet
2	Protecting the Structure of a Workbook
3	Adding a Workbook Password

Live Training on Microsoft Excel : Beginners to Advanced Level (Complete Syllabus)

Section	Description
---------	-------------

Microsoft Excel_ Advanced Level

Section E301 : Working with Excel's Conditional Functions

- 1** Working with Excel Name Ranges
- 2** Advantages and Disadvantages of Excel Name Ranges
- 3** Editing an Excel Name Range
- 4** Using Excel's IF() Function
- 5** Excel's IF() Function with a Name Range
- 6** Nesting Functions with Excel
- 7** Nesting Excels AND() Function within the IF() Function
- 8** Using Excel's COUNTIF() Function
- 9** Using Excel's SUMIF() Function

Section E302 : Working with Excel's Lookup Functions

- 1** Microsoft Excel VLOOKUP() Function
- 2** Microsoft Excel HLOOKUP() Function
- 3** Using Excel's IFERROR() Function
- 4** Microsoft Excel INDEX() Function
- 5** Microsoft Excel MATCH() Function
- 6** Microsoft Excel INDEX() and MATCH() Function Combined
- 7** Microsoft Excel INDEX() and MATCH() Function Combined Continued

Section E303 : Working with Excel's Text Based Functions

- 1** Using Excel's LEFT(), RIGHT() and MID() Functions
- 2** Using Excel's LEN() Function
- 3** Using Excel's CONCATENATE() Function

Section E304 : Working with Excel's Date Functions

- 1** Using Excel's Today() Function
- 2** Using Excel's Now() Function
- 3** Using Excel's Weekday() Function
- 4** Using Excel's Datedif() Function

Section E305 : Auditing an Excel Worksheet

- 1** Tracing Precedents in Excel Formulas
- 2** Tracing Dependents in Excel Formulas
- 3** Working with the Watch Window
- 4** Showing Formulas

Microsoft Excel_ Tips and Tricks (Bonus Section)

Section E401 : Excel Tips and Tricks

Section E402 : Real Life queries with solutions.

Live Training on Microsoft PowerPoint : Beginners to Advanced Level (Complete Syllabus)

Section	Description
Microsoft PowerPoint Beginners Level.	
Section P101 :	Getting Started With Microsoft PowerPoint
1	Navigatng the PowerPoint Interface
2	Navigating PowerPoint Ribbon and Quick Access Toobar
3	PowerPoint Presentation Interface
4	View and Navigate a PowerPoint Presentation
5	Create a New PowerPoint Presentation
6	Saving a PowerPoint Presentation
7	Using PowerPoint Help
Section P102 :	Microsoft PowerPoint - Customizing the PowerPoint Interface.
1	Customize the PowerPoint Quick Access Toolbar
2	Setting up PowerPoint Options
Section P103 :	Working with PowerPoint Text
1	Adding Text to the PowerPoint Slides
2	Working with PowerPoint Slide Layouts
3	Working with PowerPoint Bullet Lists
4	Modifying a PowerPoint Bullet List
Section P104 :	Formatting PowerPoint Slide Background
1	Adding Color to a Slides Background
2	Working with PowerPoint Gradients
3	Adding an Image to a Slide Background
4	Apply Background to all Slides
Section P105 :	Advanced Text Editing with PowerPoint
1	Formatting Text within PowerPoint
2	Format PowerPoint Bullet Icons
3	Formatting Paragraphs within PowerPoint
4	Adding Columns to PowerPoint Text
5	Paragraph First Line Indent
Section P106 :	Adding Graphical Elements within a PowerPoint Presentation.
1	Adding Images with PowerPoint Content Slide Layout
2	Formatting Images within PowerPoint
3	Adding Images to a PowerPoint Slide without Placeholder
4	Working with Text Boxes
5	Adding Shapes to a PowerPoint Slide
6	Formatting Shapes within PowerPoint
7	Arranging Shapes within a PowerPoint Slide
8	Grouping Shapes within a PowerPoint Slide

Live Training on Microsoft PowerPoint : Beginners to Advanced Level (Complete Syllabus)

Section	Description
Section P107 :	Working with PowerPoint Tables
1	Organize PowerPoint Data with a Table
2	Creating a PowerPoint Table with Content Slide
3	Insert PowerPoint Table without Content Slide
4	Modify PowerPoint Table Size
6	Modify Table Formatting
7	Using Excel to Create a PowerPoint Table
Section P108 :	Working with Charts within PowerPoint
1	Create a PowerPoint Chart
2	Adding Data to a PowerPoint Chart
3	Filtering PowerPoint Chart Data
4	Formatting a Chart within PowerPoint
5	Changing a PowerPoint Chart Title
6	Adding Labels to a PowerPoint Chart
7	Inserting a Chart from Microsoft Excel
8	View and Navigate a PowerPoint Presentation

Microsoft PowerPoint -Beyond the Beginning.

Section P109 :	Preparing to deliver Your PowerPoint Presentation
1	Spell Check the PowerPoint Presentation
2	Apply Transitions to PowerPoint Slides
3	PowerPoint Slide Durations/Timing
4	Adding Sound to PowerPoint Slide Transitions
5	Print a PowerPoint Presentation
6	Deliver a PowerPoint Presentation with Presenter View
Section P110 :	Working with PowerPoint SmartArt
1	Create PowerPoint SmartArt
2	Format PowerPoint SmartArt
3	Promote Demote PowerPoint SmartArt
4	Modify PowerPoint SmartArt Layout
Section P111 :	Customize PowerPoint Design Templates
1	PowerPoint Slide Master Intro
2	Create Presentation Consistency with PowerPoint Slide Masters
3	Modifying Bullet Lists with PowerPoint Slide Master
4	Manual Formatting Over-rides PowerPoints Slide Master
5	Working with PowerPoint Slide Layout Slide Masters
6	Adding Images to PowerPoints Slide Master
7	Add Headers and Footers to PowerPoint Slides

Live Training on Microsoft PowerPoint : Beginners to Advanced Level (Complete Syllabus)

Section	Description
Section P112 :	Adding Multimedia Elements within a PowerPoint Presentation.
<u>1</u>	Adding Audio to a PowerPoint Presentation
<u>2</u>	Change Audio Settings
<u>3</u>	Adding Video to a PowerPoint Presentation
<u>4</u>	Change Video Settings
<u>5</u>	Adding Online Video to PowerPoint Presentations
Section P113 :	Animating PowerPoint Slide Content
<u>1</u>	Animating Text within a PowerPoint Slide
<u>2</u>	Getting Creative with Animating Bullet Lists in PowerPoint
<u>3</u>	Applying Animation Timing and Order to PowerPoint Text
<u>4</u>	Animating PowerPoint Shapes
<u>5</u>	Animating PowerPoint Charts
Section P114 :	Customizing a PowerPoint Slide Show
<u>1</u>	PowerPoint Slide Show Settings
<u>2</u>	Annotate a PowerPoint Presentation
<u>3</u>	Create a Custom Show for Various Audiences
<u>4</u>	Adding Hyperlinks to PowerPoint
<u>5</u>	Adding Custom Buttons to PowerPoint
<u>6</u>	Record a PowerPoint Presentation
Section P115 :	Distributing a PowerPoint Presentation.
<u>1</u>	Securing a PowerPoint Presentation
<u>2</u>	Broadcast a PowerPoint Presentation Online
<u>3</u>	Store and Share a PowerPoint Presentation
<u>4</u>	Create a PowerPoint Presentation Video
Section P116 :	Microsoft PowerPoint - with ChatGPT
<u>1</u>	Working with ChatGPT and PowerPoint
<u>2</u>	PowerPoint Designer tool.
<u>3</u>	Websites that help to prepare presentation.
<u>4</u>	Unique Templates that helps your productivity.

Live Training on Microsoft Word : Beginners to Advanced Level (Complete Syllabus)

Section	Description
Microsoft Word Beginners Level.	
Section W101 :	Microsoft Word Essentials
1	Creating a New Microsoft Word Document
2	Introduction to the Microsoft Word Interface
3	Working with the Microsoft Word Ribbon
4	Microsoft Word's File Tab
Section W102 :	Microsoft Word Basics of Entering and Editing text
1	Entering Text in Your Word Document
2	Editing Text in Your Word Document
3	Navigating a Microsoft Word Document
4	Selecting Text in Your Word Document
5	More Microsoft Word Keyboard Shortcuts
6	Saving a Microsoft Word Document
Section W103 :	Formatting a Microsoft Word Document.
1	A Closer Look at the HOME TAB
2	Creating Bulleted and Numbered List in Word
3	Formatting Text in a Word Document
4	Formatting with the Mini Toolbar
5	Formatting Paragraphs in a Word Document
6	Introduction to Microsoft Word Styles
7	Creating Custom Microsoft Word Styles
Section W104 :	Page Layout Techniques
1	Working with Word Document Margins
2	Adding Columns to a Word Document
3	Working with Page Breaks
4	Page Breaks and Columns Together
5	Changing the Orientation of a Page
6	Inserting Headers and Footers
7	Working with the Page Background
Section W105 :	Finalize your Word Document and Print Options
1	Using Microsoft Word Spell Checker
2	Working with AutoCorrect
3	Using the Navigation Pane to Find & Replace
4	Printing Your Microsoft Word Doc
5	Converting to A PDF
6	Email Word Document as...

Live Training on Microsoft Word : Beginners to Advanced Level (Complete Syllabus)

Section	Description
---------	-------------

Microsoft Word Intermediate Level.

Section W106 : Working with Microsoft Word Tabs

- 1** Understanding Word Tabs
- 2** Setting Tabs in a Document
- 3** Formatting Word Tabs
- 4** Modifying Spacing of Word Tabs
- 5** Other Tab Stop Options

Section W107 : Working with Microsoft Word Tables

- 1** Creating Tables in Word
- 2** Adding and Deleting Rows/Columns
- 3** Changing Height and Widths of Rows/Columns
- 4** Word Table Merge Cells
- 5** Creating Calculations in a Word Table
- 6** Formatting Word Tables
- 7** Formatting Table Borders
- 8** Using Word Table Styles

Section W108 : More Microsoft Word Styles

- 1** Using the HEADING Styles to Format a Document
- 2** Create a Document Outline with Styles
- 3** Reorder Document Content by Style

Section W109 : Working with Picture in a Word Document

- 1** Inserting Pictures from your Computer
- 2** Adding Online Pictures to a Document
- 3** Resizing Pictures
- 4** Cropping a Picture
- 5** Applying Picture Styles
- 6** Working with Text Wrapping

Section W110 : Adding Videos to a Word Document

- 1** Adding Online Videos
- 2** Video Options

Section W111 : Microsoft Word Mail Merge

- 1** Understanding Microsoft Word Mail Merge
- 2** The Mail Merge Data Source
- 3** Creating Mailing Labels with Mail Merge
- 4** Creating Form Letters with Mail Merge

Live Training on Microsoft Word : Beginners to Advanced Level (Complete Syllabus)

Section	Description
Microsoft Word Advanced Level.	
Section W112 :	Creating Microsoft Word Templates
1	Understanding Word Templates
2	Creating a Word Template
3	Using a Word Template
4	Making Edits to the Template
Section W113 :	Microsoft Word Document Protection
1	Understanding Document Protection
2	Protecting a Document from Edits
3	Protecting a Word Form Document
Section W114 :	Microsoft Word Track Change
1	Introduction to Word Track Changes
2	Enable Track Changes
3	Making Changes to a Document
4	Reviewing Changes
5	Turn off Track Changes
Section W115 :	Building a Table of Content with Style
1	Preparing a Document for a Table of Contents
2	Create the Table of Contents
3	Formatting a Table of Contents
4	Modify the Table of Contents
Section W116 :	Adding Footnotes and Endnotes
1	Adding Footnotes to a Word Document
2	Adding Endnotes to a Word Document
3	Formatting Footnotes and Endnotes
Section W117 :	Working with Caption and Cross References
1	Managing Large Documents with Captions
2	Adding Word Captions
3	Inserting a Table of Figures
4	Adding Cross-Reference Document Objects
Section W118 :	Creating a Word Document Index
1	What is a Word Document Index
2	Marking Entries for the Index
3	Inserting the Index
4	Making Updates to the Index

To complete registration please provide

1 Full Name

For certification of the course

2 WhatsApp No

To join the course group

3 Email ID

To receive all the exercise files and templates



+880 1910 623 143
Block-A, House-237, Jashore
/ExceleSchool
exceleschoolbd@gmail.com

Payment Method

Mobile Banking :

To make payment for the course fee you are requested to pay by using Bkash.

Payment Number :
01343 783 483

NB: It is merchant number, kindly pay through the **Make Payment** Option.



Bank Details :

Name : **AB Bank Limited**
Branch : **Khulna**
A/C Name : **Mir Masud Uz Zaman**
A/C Number: **4301154685300**
Routing No: **020471543**

