



## MS OFFICE

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### MS WORD

- 1.MS WORD INTRO AND ITS SCREEN PARTS
- 2.HOME TAB(FONT) OPTIONS
- 3.HOME TAB(CLIPBOARD--MULTILEVEL LIST) OPTIONS
- 4.HOME TAB(ALIGNMENT--STYLES) OPTIONS
5. HOME TAB(EDITING) OPTIONS
- 6.INSERT TAB(PAGES-- TABLE) PART ONE
- 7.INSERT TAB(TABLE TOOLS) PART ONE
- 8.INSERT TAB(ILLUSTRATIONS-PICTURES) PART ONE
- 9.INSERT TAB(ILLUSTRATIONS-INSERT+PICTURE TOOLS) PART ONE
- 10.INSERT TAB(PICTURE TOOLS+LINKS) PART SECOND
- 11.INSERT TAB(HEADER&FOOTER--QUICK PARTS) PART SECOND
- 12.INSERT TAB(WORD ART--SYMBOLS) PART SECOND
- 13.PAGE LAYOUT(THEMES+PAGE SETUP) OPTIONS
- 14.PAGE LAYOUT(PAGE BACKGROUND+PARAGRAPH) OPTIONS
- 15..MAILINGS TAB(START MAIL MERGE--WRITE&INSERT FIELDS) OPTIONS
- 16.MAILINGS TAB(ENVELOPS) OPTIONS
- 17.MAILINGS TAB(ENVELOPS WITH SELECT RECIPIENTS) OPTIONS
- 18.REVIEW TAB(PROOFING--COMMENTS) OPTIONS
- 19.REVIEW TAB(TRACKING-PROTECT) OPTIONS
- 20.REFERENCE TAB(TABLE OF CONTENTS---BIBLIOGRAPHY) MS WORD



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- 21.REFERENCE TAB (CAPTIONS---TABLE OF AUTHORITIES) MS WORD
- 22.VIEW TAB IN MS WORD
- 23.FILE TAB (SAVE---CLOSE) MS WORD
- 24.FILE TAB (RECENT---NEW) MS WORD
- 25.FILE TAB (PRINT---EXIT) MS WORD

## **MS WORD 2019**

- 1.WHAT IS NEW IN OFFICE 2019
- 2.WHATS NEW IN MS WORD 2019
- 3. MS WORD 2019 INTERFACE
- 4.ONLINE PICUTRES IN MS WORD 2019
- 5. ICONS IN MS WORD 2019
- 6.3D MODELS IN MS WORD 2019
- 7. ADD INS IN MS WORD 2019
- 8.ONLINE VIDEOS IN MS WORD 2019
- 9.PARAGRAPH SPACING IN MS WORD 2019
- 10.READ ALOUD IN MS WORD 2019
- 11.CHECK ACCESSIBILITY IN MS WORD 2019
- 12.TRANSLATE LANGUAGE IN MS WORD 2019
- 13.LEARNING TOOLS IN MS WORD 2019
- 14.PROPERTIES IN MS WORD 2019
- 15. HELP SECTION IN MS WORD 2019
- 16.CONTACT SUPPORT IN MS WORD 2019
- 17.VIDEO TRAINING IN MS WORD 2019



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18.TELL ME WHAT YOU WANT TO DO IN MS WORD 2019

19.EDIT PDF FILES IN MS WORD 2019

## MS EXCEL

- 1.HOME TAB(CLIPBOARD) PART ONE
- 2.HOME TAB(FONTS-- TABLE) PART ONE
- 3.HOME TAB(FONT COLOR---ALIGNMENT) PART ONE
- 4.HOME TAB(NUMBERS---STYLES) PART SECOND
- 5.HOME TAB(CELLS) PART SECOND
- 6.HOME TAB(EDITING=AUTOSUM) PART SECOND
- 7.HOME TAB(FILL---FIND & SELECT) PART SECOND
- 7.HOME TAB(FILL---FIND \_ SELECT) PART SECOND (MS EXCEL)
- 8.PAGE LAYOUTTHEMES--PAGE SETUP)
- 9.PAGE LAYOUT(SCALE TO FT---ARRANGE)
- 10.INSERT TAB (PVOT TABLE PART ONE) MS EXCEL
- 11./NSERT TAB(PIVOT TABLE PART TWO)MS EXCEL
- 12.INSERT TAB(ABLES--CHARTS) MS EXCEL
- 13.INSERT TAB(SPARKLINES--HEADER & FOOTER) MS EXCEL
- 13.INSERT TAB(SPARKLINES---HEADER \_ FOOTER) (MS EXCEL)
- 14.INSERT TAB(VWORD ART---SYMBOLS)MS EXCEL
- 15.FORMULAS TAB PART ONE(INSERT FUNCTION)
- 16.FORMULAS TAB PART CONE(AUTOSUM)
- 17.FORMULAS TAB PART ONE(RECENTLY USED--FINANCIAL PART ONE)
- 18.FORMULAS TAB PART ONE(FINANCIAL PART TWO)
- 19.FORMULAS TABLOGICAL) PART TWO
- 20.FORMULAS TABTEXTPART TNO
- 21.FORMULAS TAB(DATE & TIME)PART TWO
- 21.FORMULAS TAB(DATE \_ TIME)PART TWO (MS EXCEL)
- 22.FORMULAS TAB(LOOKUP &REFERENCE)PART TWO
- 23.FORMULAS TAB(VLOOK UP+HLOOK UP=MATCH-LOOKUP) PART THIRD
- 24.FORMULAS TAB(INDEX+ TRANSPOSE)PART THIRD
- 25.FORMULAS TAB(MATH & TRIG.+MORE FUNCTIONS) PART THIRD
- 26.1FORMULAS TAB(DEFINED NAMES)PART THIRD



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- 26.2 FORMULAS TAB (FORMULA AUDITING-CALCULATION) PART THIRD
- 26.1 FORMULAS TAB (DEFINED NAMES) PART THIRD
- 26.2 FORMULAS TAB (FORMULA AUDITING+CALCULATION) PART THIRD
- 27. DATA TAB (GET EXTERNAL DATA) PART ONE
- 28. DATA TAB (CONNECTIONS) PART ONE
- 28. DATA TAB (SORT & FILTER) PART ONE
- 29. DATA TAB (TEXT TO COLUMNS---DATA VALIDATION) PART ONE
- 30. DATA TAB (CONSOLIDATE---SCENARIO) PART TWO (MS EXCEL)
- 31. DATA TAB (GOAL SEEK) PART TWO
- 32. DATA TAB (DATA TABLE) PART TWO
- 33. DATA TAB (OUTLINE) PART TWO
- 34. VIEW TAB (WORKBOOK VIEWS) MS EXCEL
- 35. VIEW TAB (SHOW---WINDOW) MS EXCEL
- 36. VIEW TAB (SAVE WORKSPACE---MACROS) MS EXCEL
- 37. REVIEW PROOFING TAB (SPELLING)
- 38. REVIEW PROOFING TAB (RESEARCH---COMMENTS)
- 39. REVIEW PROOFING TAB (PROTECT SHEET---PROTECT WORKBOOK)
- 40. REVIEW PROOFING TAB (SHARE WORKBOOK---TRACK CHANGES)
- 41. FILE TAB IN MS EXCEL

## **MS POWERPOINT**

- 1. HOME TAB (INTERFACE) MS POWERPOINT
- 2. HOME TAB (SLIDES) MS POWERPOINT
- 3. HOME TAB (FONT) MS POWERPOINT
- 4. HOME TAB (PARAGRAPH) MS POWERPOINT
- 5. HOME TAB (DRAWING) MS POWERPOINT
- 6. HOME TAB (EDITING+CLIPBOARD) MS POWERPOINT
- 7. INSERT TAB (TABLE) MS POWERPOINT
- 8. INSERT TAB (TABLE TOOLS) MS POWERPOINT
- 9. INSERT TAB (IMAGES) MS POWERPOINT
- 10. INSERT TAB (ILLUSTRATIONS) MS POWERPOINT
- 11. INSERT TAB (LINKS) MS POWERPOINT
- 12. INSERT TAB (TEXT) MS POWERPOINT
- 13. INSERT TAB (SYMBOLS+MEDIA) MS POWERPOINT
- 14. DESIGN TAB IN MS POWERPOINT
- 15. TRANSITION TAB IN MS POWERPOINT



## **MS OFFICE**

- 16. ANIMATIONS TAB IN MS POWERPOINT
- 17. SLIDE SHOW TAB (START SLIDE SHOW) MS POWERPOINT
- 18. SLIDE SHOW TAB (SETUP SHOW---REHEARSE TIMING) MS POWERPOINT
- 19. SLIDE SHOW TAB (RECORD SHOW---MONITORS) MS POWERPOINT
- 20. REVIEW TAB (PROOFING) MS POWERPOINT
- 21. REVIEW TAB (LANGUAGE) MS POWERPOINT
- 22. REVIEW TAB (COMMENTS) MS POWERPOINT
- 23. REVIEW TAB (COMPARE) MS POWERPOINT
- 24. VIEW TAB IN MS POWERPOINT

## **MS ACCESS**

- 1. ACCESS 2010
- 2. FIRST TAB
- 3. SECOND PART-DATABASE AND TABLE (01) 4. SECOND PART-DATABASE AND TABLE (02)
- 5. SECOND PART-DATABASE AND TABLE (03)
- 6. .SECOND PART-DATABASE AND TABLE (04)
- 7. SECOND PART-DATABASE AND TABLE (05) 8. SECOND PART-DATABASE AND TABLE (06)
- 9. SECOND PART-DATABASE AND TABLE (07)
- 10. SECOND PART-DATABASE AND TABLE (08)
- 11. SECOND PART-DATABASE AND TABLE (09) 12. SECOND PART-DATABASE AND TABLE (10) 13. SECOND PART-DATABASE AND TABLE (11)
- 14. SECOND PART-DATABASE AND TABLE (12)
- 15. QUERIES FORMS REPORTS (01) 16. QUERIES FORMS REPORTS (02) 17. QUERIES FORMS REPORTS (03) 18. QUERIES FORMS REPORTS (04) 19. QUERIES FORMS REPORTS (05) 20. QUERIES FORMS REPORTS (06) 21. QUERIES FORMS REPORTS (07) 22. QUERIES FORMS REPORTS (08) 23. QUERIES FORMS REPORTS (09)
- 24. QUERIES FORMS REPORTS (10)
- 25. MENU



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