N·S·D·C National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत - कुशल भारत

Affordable Fees

Be Future Ready

OXFORD SOFTWARE INSTITUTE

Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

Oxford Certified

MS Office Course - 2 Months

Authorised Grade A Training Partner of National Skill Development Corporation, Ministry of Skill Development, Government of India.

MS Office Course - 2 Months

A Job-Oriented Course to Shape Your Future

Duration:- 2 Months

Affordable Fees

Introduction to Computer

- About Computer
- About Windows
- Desktop Features
- Widgets and Options
- Notepad
- WordPad

Introduction to MS Word

- Creating New Document
- Text Formatting
- Paragraph Formatting
- File Options
- Page Setup
- Design and Layout

Insert & References Tab

- Insert Illustrations
- Table of Contents
- Footnotes & Endnotes
- Citation & Bibliography
- Research and Captions

MS Office Course - 2 Months

Affordable Fees

Mail Merge

- Preparing Letters
- Recipient List
- Write & Insert Fields
- Envelopes
- Labels
- Rules and Match Fields

Review and View

- Proofing and Accessibility
- Comments
- Tracking
- Restrict Editing
- File Protection
- Macros

Introduction to MS PowerPoint

- Creating Presentations
- Design and Themes
- Format Background
- Section Breakup
- Layout Selection
- Slide Show

MS Office Course - 2 Months

Affordable Fees

Transitions and Animations

- Apply Transition on Slides
- Setup Timing
- Insert Object Animation
- Animation Pane Setup
- Triggers
- Advance Slides

Slide Show and Record

- Start Slide Show
- Custom Slide Show
- Rehearse Timing
- Record Slide Show
- Narration
- Slide Show Tools

Introduction to MS Excel

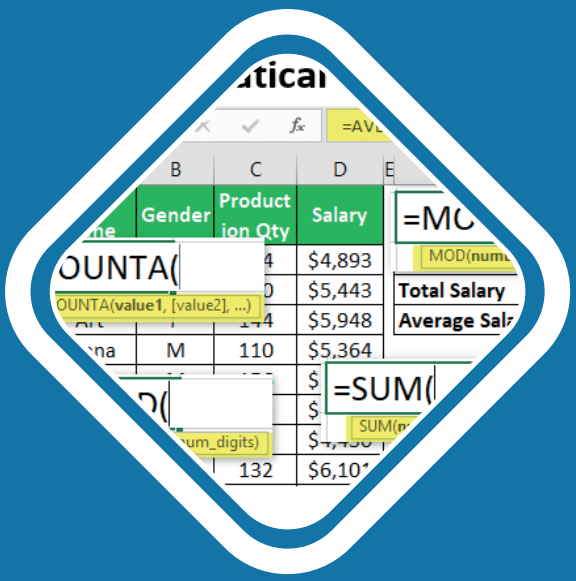
- Rows, Columns and Cells
- Worksheets and Workbooks
- Basic Cell Formatting
- Cell References
- Operators and Precedence
- Creating Basic Formulas

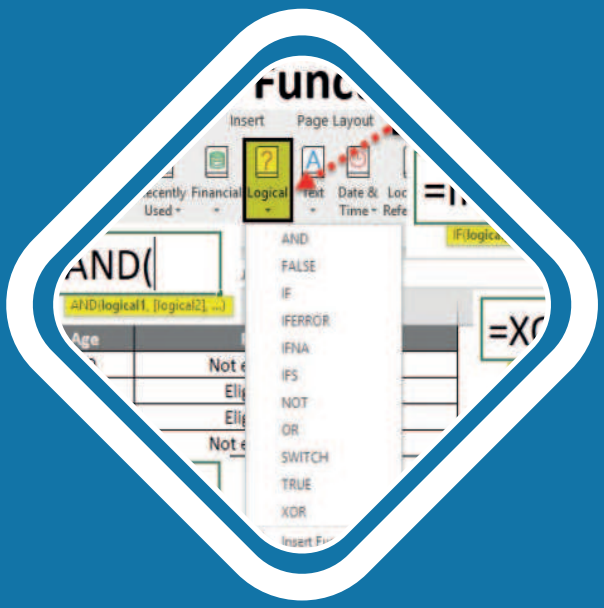
MS Office Course - 2 Months

Affordable Fees

Mathematical Functions

- Sum, Count, Max, Min
- Average, Averageif, Averageifs
- Counta, Countif, Countifs
- Power, Mod, Sqrt, Pi
- Round, Roundup, Rounddown
- Mround, Log, Sumifs



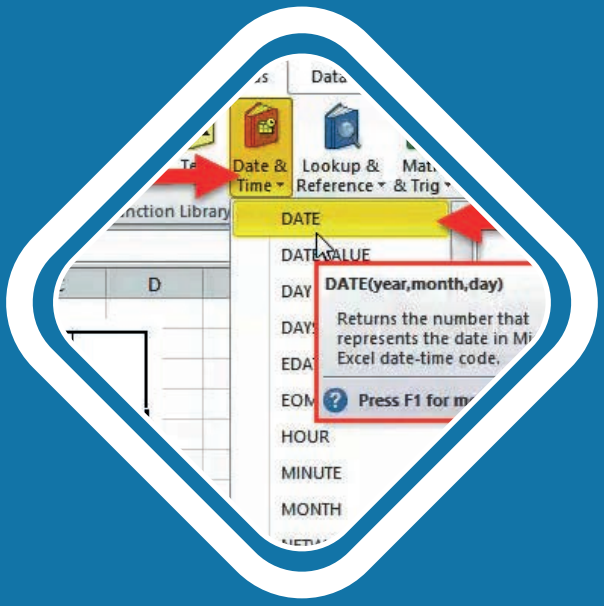


Logical Functions

- If
- Nested If
- And
- Or
- Xor
- Not

Text and Date Functions

- Len, Trim, Upper
- Lower, Left, Right
- Find, Replace, Substitute
- Day, Month, Year, Date
- Time, Hour, Minute
- Networkdays, Networkdays.Intl



MS Office Course - 2 Months

Affordable Fees

Data Handling

- Filter and Sorting
- Advanced Filter
- Custom Sorting
- Data Outline
- Subtotal

Charts and Graphs

- Insert Column Chart
- Line Chart
- Pie Chart
- Combo Charts
- Sparklines
- Chart Elements

Internet and Social Media

- Introduction to Internet
- Create Mail Accounts
- Send and Receive Mail
- About Social Media Apps
- Google Drive
- Upload & Download Files

MS Office Course - 2 Months

Affordable Fees

Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Tally Prime - 2 to 4 Months
- Advanced Excel - 2 Months
- Busy Accounting - 2 to 4 Months
- Business Analytics - 6 Months
- E-Accounting - 12+2 Months
- E-Accounting Banking & SAP - 18 Months
- MS Office with AI Power - 2 Months
- Ms Office and Advanced Excel - 3 Months
- Power BI - 1.5 Months
- Power BI and Advanced Excel - 3 Months
- SAP FICO - 3 Months
- Tax Return Filing - 5 Months
- Tally and Advanced Excel - 6 Months
- Tally-Advanced Excel and Power BI - 7 Months

Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

MS Office Course - 2 Months

Quality Education & Affordable Fees

EXCELLENCE THROUGH INNOVATION

Quality Education & Affordable Fees

OXFORD SOFTWARE INSTITUTE

Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

South Extension E-10, Ground Floor, Part-1, Mcdonalds Road, Near South Extension Metro Station, Delhi-110049. **Mobile - 9810735296**

Laxmi Nagar E-354, Nirman Vihar, Near Nirman Vihar Metro Station Gate No-2, Delhi-110092. **Mobile - 9540127878**

Pitampura 365, Kohat Enclave, Kohat Enclave Metro Station Gate No 3, Pitampura, Delhi-110034. **Mobile - 9540127373**

Rajouri Garden A-4, 3rd Floor, Vishal Enclave, Near Metro Pillar No.- 411, New Delhi –110027. **Mobile - 9319608182**

www.oxfordaccounting.in