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MICROSOFT OFFICE + AI

Word • Excel • PowerPoint • Internet • Canva

Learn the Essential Microsoft Office Skills
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DURATION - 75 DAYS





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- Practical Assignments
- Experienced Trainers
- Certificate of Completion
- Lifetime Support

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COMPUTER FUNDAMENTAL

What You'll Learn • Beginner Level • Practical Training

PREREQUISITES

There is
nothing specific

- About Computer, Types of computer
- Input/Output devices, storage devices
- Computer Memory: Primary, Secondary
- About Windows and its properties
- Working with files and folder

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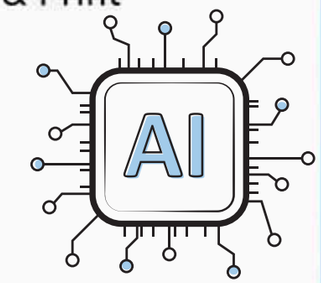
MICROSOFT WORD

What You'll Learn | Beginner Level | Practical Training

Word Interface
Title Bar, Ribbon & Tabs

Document Management
Create, Open, Save & Print



Text Editing
Insert, Delete, Cut, Copy & Paste

Proofing Tools
Spelling & Grammar, Thesaurus

Text Formatting
Font, Size, Color, Bold, Italic & Underline

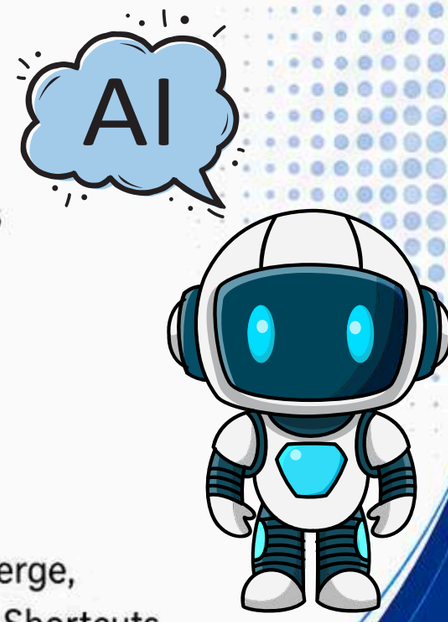
Paragraph Formatting
Alignment, Indentation, Line Spacing & Lists

Page Layout
Margins, Orientation, Size, Header & Footer

Tables
Create, Merge Cells, Insert/Delete Rows & Columns

Insert Objects
Pictures, Shapes, SmartArt, WordArt & Charts

Advanced Features
Hyperlinks, Bookmarks, Mail Merge, Templates, Macros & Keyboard Shortcuts



ASSIGNMENTS

POWERPOINT

What You'll Learn | Beginner Level | Practical Training

1. PowerPoint Interface
Introduction, Ribbon,
Tabs & Views

2. Slide Management
New Presentation,
Slides & Layouts

3. Design & Themes
Themes, Templates &
Slide Design

4. Insert Objects
Pictures, Shapes, Icons,
Tables, Charts & SmartArt

5. Animations & Transitions
Animation Effects,
Transition, Duration & Delay

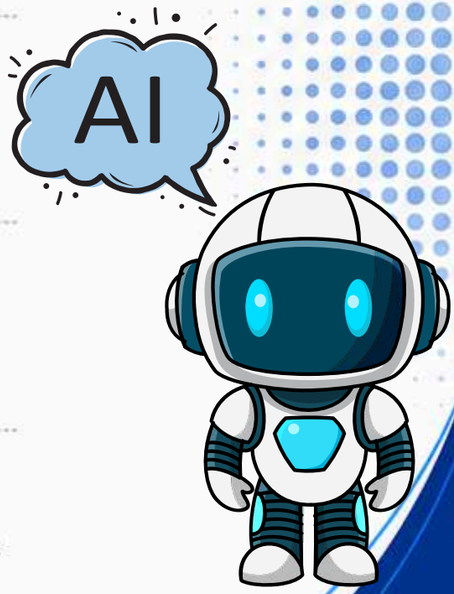
6. Presentation Tools
Slide Show, Presenter
View & Custom Show

7. Slide Master
Slide Master & Layout
Customization

8. Multimedia
Audio, Video &
Screen Recording

9. Export & Print
Print, PDF &
Video Export

10. Advanced Features
Hyperlinks, Action Buttons &
Keyboard Shortcuts



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MICROSOFT EXCEL

1. WorkBook: Open, Close, Save
Open, Close, Save, Save As, Protect Workbook

2. Working with WorkSheet
Create, Copy, Move, Rename, Hide, Unhide, Delete

3. Data
Insert, Select, Delete, Clear, Data Entry Tips

4. Working with Row, Col, Cell
Insert, Delete, Resize, Hide, Unhide, Freeze Panes

5. Formatting Cells, Insert Chart
Number Formatting, Alignment, Border, Fill, Font, Insert Chart

6. Conditional Formatting
Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets

7. Applying Formula
Financial, Logical, String, Data & Time, Lookup, Math & Trigonometry

8. Name Manager, Formula Audit
Define Name, Use in Formula, Trace Precedents, Trace Dependents, Error Checking

9. AutoSum, AutoFill, Sorting, Validation
AutoSum, Fill Series, Custom List, Sort A to Z, Z to A, Custom Sort, Data Validation

10. Data Filter, Import/Export Data
Filter Data, Advanced Filter, Text to Columns, Import from CSV, Export to CSV / PDF

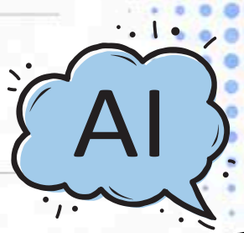
11. Using Styling, Themes
Cell Styles, Conditional Styles, Themes, Colors, Fonts, Effects

12. Template, Macro, Track Changes
Create Template, Record Macro, Run Macro, Use Macro Security, Track Changes

13. Pivot Table, Pivot Chart
Create Pivot Table, Group, Filter, Refresh, Create Pivot Chart

14. Scenario Manager, Goal Seek
Create Scenarios, Summary Report, Goal Seek, Data Table

15. Share, Protect (WorkBook, WorkSheet)
Protect Sheet, Protect Workbook, Share Workbook, Allow Users, Permissions



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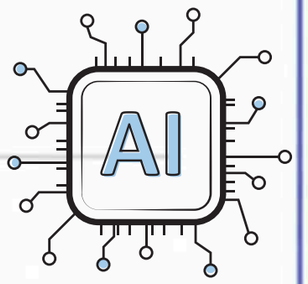
INTERNET

What You'll Learn | Beginner Level | Practical Training

1. Internet Basics
Introduction, Browser & Web Navigation

2. Web Search
Google Search & Search Techniques



3. Gmail
Create Account, Send & Receive Emails

4. Google Drive
Upload, Download & File Sharing

5. Google Services
Google Docs, Sheets, Slides, Translate & Maps

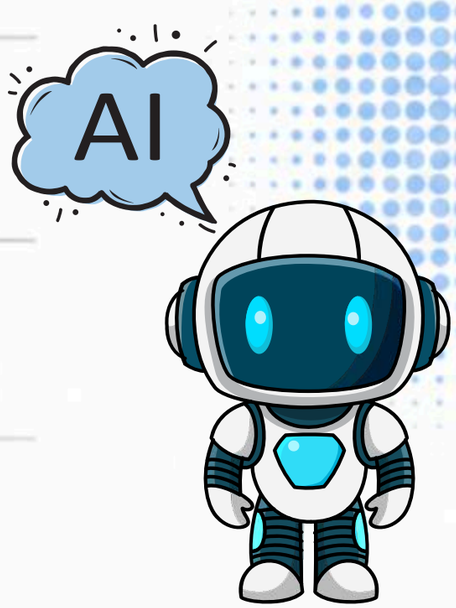
6. Microsoft 365
Word, Excel, PowerPoint & OneDrive

7. Internet Safety
Passwords, Privacy & Safe Browsing

8. Downloads
Download, Upload & File Management

9. Online Meetings
Google Meet & Zoom Basics

10. Practical Skills
Bookmarks, Printing Web Pages & Browser Settings



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CANVA

What You'll Learn | Beginner Level | Practical Training

Introduction to Canva
Overview & Benefits

Canva Interface & Dashboard
Tools, Menu & Workspace

Creating a New Design
Custom Size, Templates & Projects

Templates & Layouts
Pre-designed Templates, Grids & Guides

Text Editing & Typography
Fonts, Styles & Effects

Colors, Backgrounds & Gradients
Color Palette, Backgrounds, Effects

Elements, Shapes & Lines
Graphics, Icons, Illustrations

Uploading Images & Videos
Your Own Media, Free Resources

Photo Editing & Filters
Adjust, Enhance & Apply Filters

Frames, Grids & Mockups
Collage, Frames & Realistic Mockups

Logo & Business Card Design
Branding & Professional Designs

Poster, Flyer & Brochure Design
Print Ready Designs

Social Media Posts & Banners
Instagram, Facebook, YouTube, etc.

Presentations & Infographics
Slides, Charts & Visual Data

AI Tools & Magic Studio
Text to Image, Magic Design, etc.

Animation & Video Editing
Motion, Transitions & Effects

Download, Export & Sharing
Formats, Print & Share Options



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RESUME
IN WORD EXERCISE



ASSIGNMENT FEATURES

- Design a balanced resume layout.
- Select and use suitable fonts and headings.
- Create a detailed education timeline using tables.
- Create a detailed education timeline using tables.
- Structure a comprehensive hard and soft skills matrix.
- Optimize for PDF generation and exporting.





Name
Despanshu KUMAR

Date of Birth
SEPTEMBER-38-3004

Address
DILSHAD GARDEN, DELHI

Phone No.
88294 06394

Email Id
Deepanshu@GMAIL.COM

CONTACT

DEEPANSHU KUMAR (Mechanical Engineer.)

ABOUT

I Iam Dedicated and Ambitious about learning, exploring the field of CAD designing. Looking for opportunity as an internship in this field.

EDUCATION

2021-2023	**DSEU (TRTC) Wazirpur, DELHI**	TOOL TECHNOLOGY, CNC & CAD-CAM Certificate
2022	**Wizcrafter the CAD Institute,** Leami Nagar	Mechanical CAD (AutoCAD & SolidWorks)
2022-2023	**NIOS BOARD**	Pursuing 12th
2020	**CBSE BOARD**	10th Passed

SKILLS

HARD SKILLS
- SolidWorks 3D Modelling
- AutoCAD 20 & 3D
- Me Office

SOFT SKILLS
- Quick Learner
- Creative
- Team Work

PERSONAL DETAILS

Father's Name	Sunit Kumar
Gender	Male
Language	Hindi and English

DEEPANSHU KUMAR

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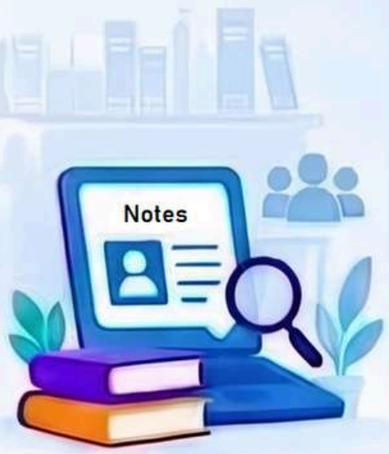
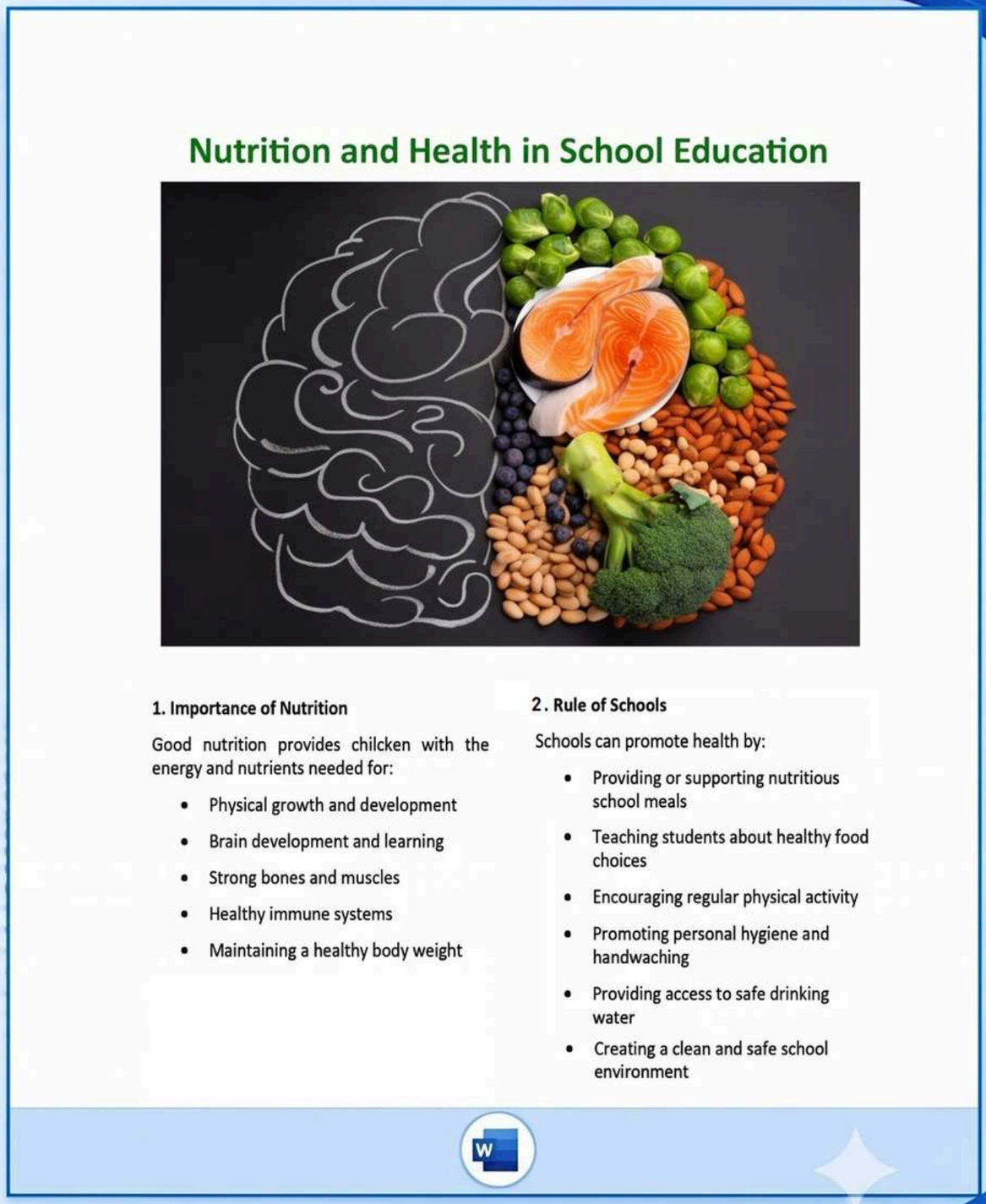
NUTRITION AND HEALTH IN WORD Exercise



ASSIGNMENT FEATURES

- Classroom Nutrition Education Models
- Physical Activity Integration Strategies
- Student Health Assessments and Interventions
- Impact of Nutrition on Academic Performance
- Parental and Community Involvement



Nutrition and Health in School Education

1. Importance of Nutrition

Good nutrition provides chilcken with the energy and nutrients needed for:

- Physical growth and development
- Brain development and learning
- Strong bones and muscles
- Healthy immune systems
- Maintaining a healthy body weight

2. Rule of Schools

Schools can promote health by:

- Providing or supporting nutritious school meals
- Teaching students about healthy food choices
- Encouraging regular physical activity
- Promoting personal hygiene and handwaching
- Providing access to safe drinking water
- Creating a clean and safe school environment

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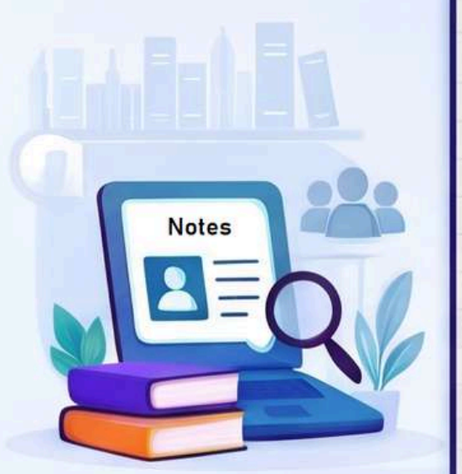
Part - Time Conditional Formatting



ASSIGNMENT FEATURES

- Calculate Pay using:
  Pay = Hours * Hourly_Pay_Rate
- Calculate Net Rate, Tax, and Pension.
- Determine Final Pay.
- Apply Conditional Formatting to:
  Highlight Females (Staff ID),
  Top 10% (Pay), Icon Set (Final Pay),
  and more.
- Format as Currency ($) and
  Percentage (%).

	A	C	D	E	F	G	H	J	K	L	M
1	**Part-time Worker Weekly Pay**										
2	*Apply conditional formats to each column according to the labels on new 1B.*										
3	***Staff ID***	***Surnaass***	***Initial***	***Hrs Worked***	***Pay***	***Not In%***	***Pension***	***Final Pay***		Hourly Pay Rate	9.97
4	M/141	Abbet	R	16	$157.91	$21.58	$9.00	$110.39		Net Ins Rate	6.2%
5	4/213	Arlington	T	18	$177.66	$11.19	$8.75	$124.18		Tax Rate	23%
6	1/232	Brown	F	23	$127.09	$14.40	$5.45	$158.38		Pension	3.8%
7	1/229	Devies	G	19	$187.53	$37.51	$7.13	$335.08			
8	M/448	Davis	W	18	$177.96	$11.19	$6.75	$124.18			
9	1/36	Fox	S	12	$116.44	$35.69	$4.50	$82.79			
10	M/557	Yalsey	A	16	$157.92	$9.95	$6.00	$310.39			
12	M/44	March	H	16	$157.92	$31.58	$6.00	$310.30			
13	M/551	Oliver	M	16	$377.66	$35.59	$6.75	$124.18			
14	M/352	Pofts	B	22	$217.34	$33.68	43.63	$151.79			
15	V/456	Taylar	H	12	$119.44	$7.48	$4.50	$82.79			
16	**TOTAL**			**208**	**$2,052.96**	**$410.59**	**$ 78.05**	**$ 1,453.62**			
17											
18	Cond formats in colo:	Highlight letter "1"	H	>=14	Top 10%	nevenage	data bera subsenatic	Bottom background &, Bata subsenatic			
19											
20											
21						greater ther equals to 150 green icon					
22				177.65	less than 100 Bgreater than 100 yellow icon						
23											
25	Gend formats in solo!	Highlight letter "I"	H	>=18	Top 10%	ravorage	data tons automatic	Icon set			
26											
27						greater than equals to 150 green icon						
28				177.86	less than 160 8greater than 120 yellow icon						
29						less than to 120 red icon					
30				177.96	less than 150 8greater than 120 yellow icon						
31						less than to 120 red icon					
32											
33											

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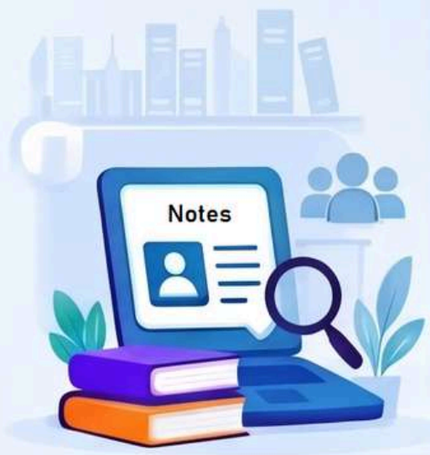
Date and VLOOKUP exercise



ASSIGNMENT FEATURES

- Apply VLOOKUP for Book ISBN search.
- Perform Date calculations (Expiry Date - after 8 years).
- Calculate days until expiration (Current date - Expiry date).
- Format date and currency fields.
- Analyze 'Status' and 'Category' distributions.
- Implement input validation for ISBN search.

Date and VLOOKUP Exercise — Today: 18-09-2026

Expiry Date - after 8 years

Days to Expiry - Current date - - Expiry date

Book Data Table

Book ISBN	Status	Category	Purchase Cost	Purchase Date	Expiry Date	Days to Expiry
978-0-331-95055-01-4	Out	Crime	$ 25.99	12-02-2016	12-02-2024	Expiry
978-1-40020-96298-08	Out	Medical	$ 12.99	19-08-2013	19-08-2021	Expiry
978-0-555-81762-01-5	In	Travel	$ 14.00	09-04-2022	09-04-2020	1299
978-0-662-95055-01-2	Out	Cookery	$ 18.99	06-11-2009	06-11-2017	Expiry
978-0-122-95055-01-3	Out	Cookery	$			Expiry
978-1-128-95055-01-3	Out	Crime	$			Expiry
Book Data Table						
978-0-419-96298-02-3	Out	Architecture	$			Expiry
978-1-40020-81762-01	In	Travel	$			281
978-0-518-96298-01-2	Out	Travel	$			1791
978-0-447-96298-02-6	Out	Gardening	$ 12.50	29-10-2024	29-10-2032	2233
978-0-394-81762-02-1	In	Cookery	$ 17.50	03-01-2020	03-01-2031	472
978-0-394-81762-02-1	In	Cookery	$ 17.50	03-01-2020	03-01-2025	472
978-1-119-95055-02-4	In	Gardening	$ 13.50	07-07-2008	07-07-2016	Expiry
978-0-261-81762-01-2	Out	Astronomy	$ 24.50	10-05-2015	30-05-2023	Expiry

Search:

Book ISBN:	978-0-662-95055-012
Status:	Out
Category:	Cookery
Expiry Date:	18-01-1900
No Days to Expiry:	

Enter ISBN Number to find Book details

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FITNESS PPT EXERCISE



ASSIGNMENT FEATURES

- Design a balanced workout routine for building muscle and endurance.
- Create a weekly meal plan to optimize nutrition and support fitness goals.
- Develop strategies for injury prevention and recovery.
- Learn techniques for mental focus and motivation.



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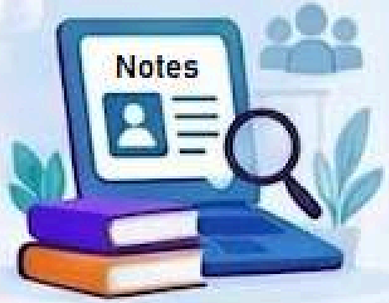
MASTER GOOGLE SHEETS FUNCTIONS



GOOGLE SHEETS KEY FEATURES

- **CELL FUNCTIONS:** Master essential math and text functions (SUM, IF, CONCATENATE).
- **VLOOKUP POWER:** Perform dynamic data lookups across different sheets for Book ISBNs.
- **DATE & TIME:** Calculate expiry dates and days-to-expiration with powerful DATE functions.
- **DATA FORMATTING:** Learn currency and custom date formatting for professional reporting.
- **PIVOT TABLES:** Analyze 'Status' and 'Category' distributions with built-in analytical tools.
- **DATA VALIDATION:** Implement strict input validation to prevent invalid Book ISBN searches.
- **DASHBOARDING:** Create visual dashboards and chart to interpret Sheets data.



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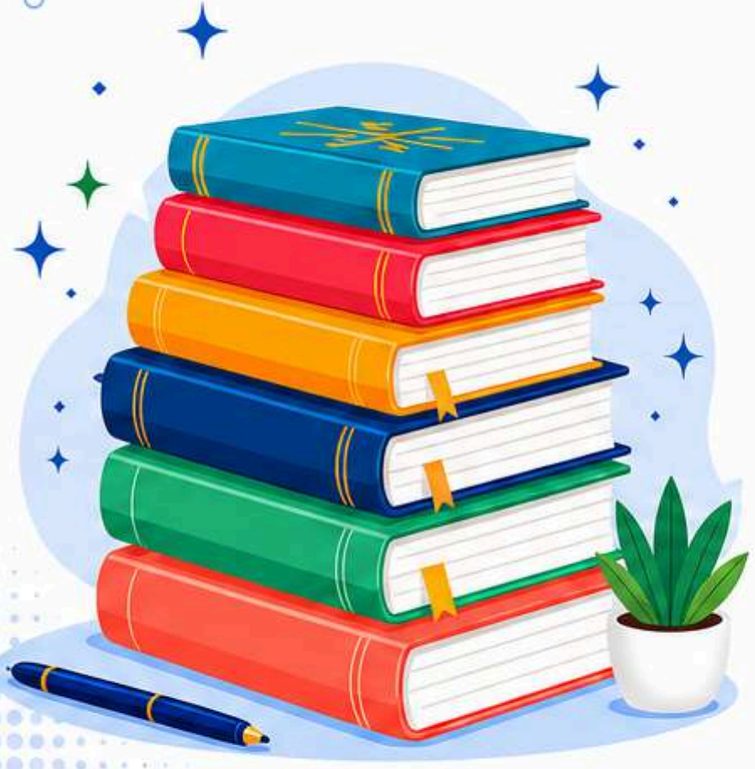
OUR FEATURES

- Study Material
- E-Books
- MCQ
- Assignments
- Tests
- Interview Preparation





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OUR COURSES

- GRAPHIC DESIGNING
- WEBSITE DEVELOPMENT
- SOFTWARE DEVELOPMENT
- DIGITAL MARKETING
- C, C++, JAVA, .NET
  PYTHON with AI
- COMPUTER CLASS
  6th to 12th





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- **Help Someone Build Their Career**

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