

Introduction

Microsoft Office, also known as MS Office, is a popular software suite featuring many desktop publishing programs. It comes with everything that may come into use in a classic office setting, hence the name. Computer users have the option of several different Microsoft Office suites intended for students, home users, small businesses and corporations. What you choose depends on your own circumstances.

Most office jobs require basic applied knowledge of the MS Office suite. Employers won't be impressed if they realize you have no experience in this area. This skill is seen as paramount in white-collar working environments.

MODULES

- MS Word
- MS Excel
- MS PowerPoint

Course Duration : 40 Hours



Who Should Attend

- Students
- Job Aspirants
- Anyone interested to learn basics of computers