

Office Assistance Advance Course



Program Objectives

The Office Assistance certification advance is a globally recognized standard for demonstrating desktop skills. The Office Assistance program is helping meet the demand for qualified and knowledgeable people in the modern workplace. Office assistance certification advance is the only certification which enhances the office skills to work efficiently in a Work environment. It enables to enhance the skills and see to it all the features of the application program.

Course Outline

Ms Word	MS Excel
<ul style="list-style-type: none"> CREATING TEMPLATES WORKING ON FORMS PROTECTION OF DOCUMENTS WORKING ON CRATING A STYLE WORKING WITH COLOUMS LAYOUT EMBEDING OBJECTS AND PICTURES CREATING A PUBLICATION LAYOUT WORKING ON MAIL MERGE LETTER WORKING ON MAIL MERGE EMAIL EXPORTING THE DOC AS A WEB PAGE COUSTOMIZING MS WORD TOOLBARS ADVANCESD PRINTING OPTIONS 	<ul style="list-style-type: none"> EXCEL ENVIRONMENT AUTO FORMATTING WORKING ON IF THEN FORMULAS DATA OPTIONS FILTER, SORT, FORMS DATA OPTIONS SUBTOTAL WORKING WITH CHART OPTIONS ADVANCED TOOLS GOAL SEEK PIVIOT TABLES SCENERIOS WORKING ON TEMPLATES ADVANCE PRINTING FEATURES
MS Access	Outlook
<ul style="list-style-type: none"> ACCESS ENVIRONMENT. GETTING FAMILIARISED WITH THE DESKTOP MENUS AND TOOL BARS CREATING TABLES DEFINING THE FIELD PROPERTIER CREATING FORMS WORKING ON QUERIES GREATING A VARIABLE QUERIE WORKING WITH REPORTS WORKING ON SWITCH BOARD WORKING WITH MACROS 	<ul style="list-style-type: none"> SEND RECEIVE EMAILS SCHEDULE AN APPOINTMENT RESCHEDULING AN APPOINTMENT FUNCTION OF ADDRESS BOOK MASS MAILERS INVITING ATTENDEES FOR A MEETING REMINDERS FOR APPOINTMENTS.
Schedule & Requirements	
Classes As per Schedule	Certificate International Certificate from INFORMATICS
Entry Requirements Beginner in Computer Technology, good understanding of English.	Duration 20 Hours (approx 1 Months)

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