STUDY PLAN OF MS OFFICE CAPSULE BATCH

SL. NO.	DATE	TIME	TOPIC
MS EXCEL			
1	12 September 2023	6.30-8.00PM	Introduction to Syllabus of MS Office
2	13 September 2023	6.30-8.00PM	Introduction and Features of MS Excel.
3	14 September 2023	6.30-8.00PM	MS Excel Editing Datas and formating datas
4	15 September 2023	8.30-10.00PM	Working with Worksheet and charts
5	20 September 2023	8.30-10.00PM	Working with Tables and page setup
6	21 September 2023	8.30-10.00PM	Create differents objects
7	22 September 2023	8.30-10.00PM	Basic Functions and Formulas
8	23 September 2023	8.30-10.00PM	Discussion PYQ of Excel 1
MS WORD			
9	23 September 2023	8.30-10.00PM	Introduction and Features of MS Word
10	24 September 2023	8.30-10.00PM	MS Word Editing Datas-1
11	25 September 2023	8.30-10.00PM	Working with tables and pages
12	26 September 2023	8.30-10.00PM	Arrange multiples object in one object
13	27 September 2023	8.30-10.00PM	Discussion PYQ of Word
MS POWERPOINT			
14	28 September 2023	8.30-10.00PM	Introduction and Features of MS Powerpoint
15	29 September 2023	8.30-10.00PM	MS PPT Editing Datas and Formating Datas
16	30 September 2023	8.30-10.00PM	Working with Slides and Table
17	1 October 2023	8.30-10.00PM	How to Design and Animate you slide?
MS ACCESS			
18	1 October 2023	8.30-10.00PM	Introduction and Features of MS Access
19	2 October 2023	8.30-10.00PM	Ms Access-1
20	3 October 2023	8.30-10.00PM	Ms Access-2