

Date	Time	Topic
Saturday, June 29, 2024	10:00AM-12:00PM	Introduction and Overview of MS Office and MS EXCEL, Basic features of EXCEL
Tuesday, July 2, 2024	8:00PM-10:00PM	Workbook functionality including formatting, creation,navigation with necessary features
Saturday, July 6, 2024	10:00AM-12:00PM	Introduction to function features with calculations, sorting,filtering,outlining and subtotaling
Tuesday, July 9, 2024	8:00PM-10:00PM	Advance functions in Excel
Saturday, July 13, 2024	10:00AM-12:00PM	Advance functions continuation
Tuesday, July 16, 2024	8:00PM-10:00PM	Connecting to external data, Introduction to Data analysis with graphs and charts
Saturday, July 20, 2024	10:00AM-12:00PM	Graphs and charts in Excel, Table
Tuesday, July 23, 2024	8:00PM-10:00PM	Pivot table, Excel webapp
Saturday, July 27, 2024	10:00AM-12:00PM	Introduction with formatting and saving files in MS Word
Tuesday, July 30, 2024	8:00PM-10:00PM	Table, style and content with graphics
Saturday, August 3, 2024	10:00AM-12:00PM	Mail merge,page set up,review and printing and other options
Tuesday, August 6, 2024	8:00PM-10:00PM	Introduction to power point, editing options, graphics
Saturday, August 10, 2024	10:00AM-12:00PM	Working with objects,SmartArt, Tables
Tuesday, August 13, 2024	8:00PM-10:00PM	Charts, Animation, Hyperlink
Saturday, August 17, 2024	10:00AM-12:00PM	Action buttons,slide show and other power point options
Tuesday, August 20, 2024	8:00PM-10:00PM	Introduction, creating,sending and managing mails, working with calenders