PM2 - FINANCIAL MODELING AND MANAGEMENT REPORTING	PCTP - LEVEL-1

OBJECTIVES:

Information technology has transformed the today's business world, it is absolutely essential to know how to use Office tools to manipulate, present and share this data by applying MS office applications. Keeping in view the use of IT office tools for personal and regular office work, the Practical module has been designed to provide a comprehensive overview of the MS Word, MS Excel and MS PowerPoint. This module is best suited for executives, administrative staffs, business entrepreneurs and students who need to work with various office applications to execute their workplace or personal jobs like presenting summary, reports, working with data, maintaining correspondence through internet.

LEARNING OUTCOMES:

Upon completion of training, participants will be able to:

- Understand the basic and advanced features of MS office applications
- Use Customizing Formats Using Styles and Themes, Templates to Automate Document Formatting, Document References links, section/ page breaks and columns for Controlling the Flow of a Document etc
- Develop effective presentation by using templates, images, pictures, animations, transitions, smart art etc.
- Create, edit and print professional looking document by using formula, charts, tables, pictures, formats and mail merge etc.
- Recognize when to use each of the Microsoft Office application to create official and personal documents.

INDICATIVE GRID

PART	SYLLABUS CONTENT AREA		WEIGHTAGE
A	**MS Excel** 1. Getting Started with Microsoft Office Excel 2. Performing Calculations 3. Modifying a Worksheet 4. Formatting a Worksheet 5. Printing Workbooks 6. Managing Workbooks 7. Working with Functions 8. Working with Lists 9. Analyzing Data	10. Visualizing Data with Charts 11. Using Pivot Tables and Pivot Charts 12. Working with Multiple Worksheets and Workbooks 13. Using Lookup Functions and Formula Auditing 14. Sharing and Protecting Workbooks 15. Automating Workbook Functionality 16. Forecasting Data	60%
B	**Microsoft Word** 17. Getting Started with Word 18. Formatting Text and Paragraphs 19. Working More Efficiently 20. Managing Lists 21. Adding Tables 22. Inserting Graphic Objects 23. Controlling Page Appearance 24. Preparing to Publish a Document 25. Organizing Content Using Tables and Charts 26. Customizing Formats Using Styles and Themes 27. Inserting Content Using Quick Parts	28. Using Templates to Automate Document Formatting 29. Controlling the Flow of a Document 30. Simplifying and Managing Long Documents 31. Using Mail Merge to Create Letters, Envelopes, and Labels 32. Manipulating Images 33. Using Custom Graphic Elements 34. Collaborating on Documents 35. Adding Document References and Links 36. Securing a Document 37. Using Forms to Manage Content 38. Automating Repetitive Tasks with Macros	20%
C	**MS PowerPoint** 39. Getting Started with PowerPoint 40. Developing a PowerPoint Presentation 41. Performing Advanced Text Editing Operations 42. Adding Graphical Elements to Your Presentation 43. Modifying Objects in Your Presentation 44. Adding Tables to Your Presentation 45. Adding Charts to Your Presentation 46. Preparing to Deliver Your Presentation	47. Modifying the PowerPoint Environment 48. Customizing Design Templates 49. Adding Smart Art and Math Equations to a Presentation 50. Working with Media and Animations 51. Collaborating on a Presentation 52. Customizing a Slide Show 53. Securing and Distributing a Presentation	20%
	Total		100%

DETAILED CONTENTS

PART - A
MS EXCEL

1. Getting Started with Microsoft Office Excel
- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data

2. Performing Calculations
- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

3. Modifying a Worksheet
- Insert, Delete, and Adjust Cells, Columns, and Rows

- Search for and Replace Data
- Use Proofing and Research Tools

4. Formatting a Worksheet
- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

5. Printing Workbooks
- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

6. Managing Workbooks
- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

7. Working with Functions
- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions

8. Working with Lists
- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

9. Analyzing Data
- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

10. Visualizing Data with Charts
- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

11. Using Pivot Tables and Pivot Charts
- Create a PivotTable
- Analyze PivotTable Data
- Present Data with Pivot Charts
- Filter Data by Using Timelines and Slicers

12. Working with Multiple Worksheets and Workbooks
- Use Links and External References
- Use 3-D References
- Consolidate Data

13. Using Lookup Functions and Formula Auditing
- Use Lookup Functions
- The VLOOKUP Function
- Trace Cells
- Watch and Evaluate Formulas

14. Sharing and Protecting Workbooks
- Collaborate on a Workbook
- Protect Worksheets and Workbooks

15. Automating Workbook Functionality
- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros
- Creating Spark lines and Mapping Data

16. Forecasting Data
- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios

- Use the Goal Seek Feature

PART - B
MICROSOFT WORD

17. Getting Started with Word
- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

18. Formatting Text and Paragraphs
- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

19. Working More Efficiently
- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

20. Managing Lists
- Sort a List
- Format a List

21. Adding Tables
- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

22. Inserting Graphic Objects
- Insert Symbols and Special Characters
- Add Images to a Document

23. Controlling Page Appearance
- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

24. Preparing to Publish a Document
- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

25. Organizing Content Using Tables and Charts
- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

26. Customizing Formats Using Styles and Themes
- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

27. Inserting Content Using Quick Parts
- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

28. Using Templates to Automate Document Formatting
- Create a Document Using a Template
- Create a Template

29. Controlling the Flow of a Document
- Control Paragraph Flow
- Insert Section Breaks

- Insert Columns
- Link Text Boxes to Control Text Flow

30. Simplifying and Managing Long Documents
- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

31. Using Mail Merge to Create Letters, Envelopes, and Labels
- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

32. Manipulating Images
- Integrate Pictures and Text
- Adjust Image Appearance
- Insert Other Media Elements

33. Using Custom Graphic Elements
- Create Text Boxes and Pull Quotes
- Add WordArt and Other Text Effects
- Draw Shapes
- Create Complex Illustrations with Smart Art

34. Collaborating on Documents
- Share a Document
- Review a Document
- Review Tracked Changes
- Merge Changes from Other Documents

35. Adding Document References and Links
- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

36. Securing a Document
- Suppress Information
- Add a Digital Signature to a Document
- Set Formatting and Editing Restrictions
- Restrict Document Access

37. Using Forms to Manage Content
- Create Forms
- Manipulate Forms

38. Automating Repetitive Tasks with Macros
- Automate Tasks Using Macros
- Create a Macro

PART - C:
MS POWERPOINT

39. Getting Started with PowerPoint
- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use PowerPoint Help

40. Developing a Power Point Presentation
- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

41. Performing Advanced Text Editing Operations
- Format Characters
- Format Paragraphs
- Format Text Boxes

42. Adding Graphical Elements to Your Presentation
- Insert Images
- Insert Shapes

43. Modifying Objects in Your Presentation
- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

44. Adding Tables to Your Presentation
- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

45. Adding Charts to Your Presentation
- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

46. Preparing to Deliver Your Presentation
- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

47. Modifying the PowerPoint Environment
- Customize the User Interface
- Set PowerPoint Options

48. Customizing Design Templates
- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

49. Adding Smart Art and Math Equations to a Presentation
- Create Smart Art
- Modify Smart Art
- Write Math Equations

50. Working with Media and Animations
- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

51. Collaborating on a Presentation
- Review a Presentation
- Store and Share Presentations on the Web

52. Customizing a Slide Show
- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

53. Securing and Distributing a Presentation
- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD