FUTURE INDIA SKILL DEVELOPMENT

FISD

COMPUTER EDUCATION

CERTIFICATE IN MS-OFFICE

Duration: 3 MONTHS

Registered Under

सत्यमेव जयते
GOVERNMENT OF INDIA

MSME

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

TRAINING & ASSESSMENT PARTNERS

Tally Prime

Microsoft® Office Specialist

webtel

FUTURE INDIA SKILL DEVELOPMENT

FISD

COMPUTER EDUCATION

INTRODUCING

Future India Skill Development is government registered institution which has more than 21 years of computer training experience. Our vision is to cater the demands of IT skilled workforce which over the time develops as multi training and skilling company.

Our institution has been the top running on Google My Business with 4.8 rating.

Google
Reviews
4.8 ★★★★★

WHAT MAKES FISD DIFFERENT ?

FISD is highly experienced institution which understands students needs. Our mentors are highly professional with 21+ Years experience in computer industry world.

International Certification

We are official partners with Tally Solution and Microsoft Solutions which makes you have international and government validated certification.

Extra Practice Time

We believe that Practice makes knowledge and skills perfect.

100% Job Assistance

We provide 100% Job assistance for students guidance and career development

Offline Classes

Our goal is to teach and focus on once technical skills with one to one interaction that emphasis on overall Skill Development.

EXCLUSIVELY FOR FISD STUDENTS

Job Portal

One stop solution
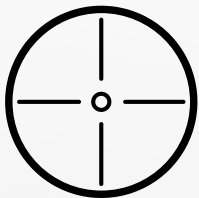for all your job
needs, help you
find jobs

Learning Management System

We provide you with professional
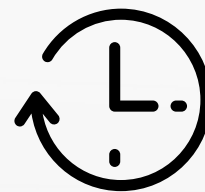learning portal for your all
learning requirements

ABOUT CERTIFICATE IN MS-OFFICE

This program aims at creating future-ready professionals by empowering them in digital transformation in the MNC's and working sector and other innovations in the new-age environment. This certificate programme is designed to provide latest techniques and knowledge in emerging new specialization areas of management. These are specially designed for working executives, 12th Passout's and Graduation pursuing academics and keen scholars.
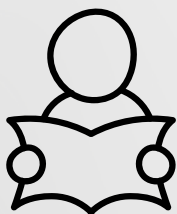
Career Scope
Backend Executive
Data Entry Operator

Duration
3 Months

Learners Trained
2500+

Certificate
GOVERNMENT VALIDATED CERTIFICATION

COURSE CONTENTS

CONTENTS

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- TYPING TECHNIQUES
- INTERNET SURFING

CONTENTS

MS-OFFICE

1. MICROSOFT WORD
2. OVERVIEW OF WORD PROCESSING
3. FORMATTING,PICTURES AND SHAPE SETUP
4. HYPERLINKS
5. PAGE DESIGN AND PAGE SETUP
6. REFERENCE, MAILING AND MACRO RECORDING
7. SPELL AND GRAMMARCHECKING
8. PROTECTION IN A DOCUMENT
9. CREATING MENU CARDS, LETTERHEAD,RESUME AND COVER PAGES

MICROSOFT EXCEL

1. BASIC FUNCTIONS (MATHEMATICAL , STATISTICAL , TEXT AND LOGICAL FUNCTION)
2. MARK SHEET IN EXCEL
3. CONDITIONAL FORMATTING
4. PIVOT TABLE AND CHARTS
5. PAGE SETUP
6. CONDITIONAL FORMATTING
7. CONSOLIDATE
8. WHAT IF ANALYSIS
9. CHARTS IN EXCEL AND SPARK LINES
10. MACRO RECORDING IN EXCEL
11. LINKING BETWEEN WORD/EXCEL/POWERPOINT
12. REFERENCE RELATION
13. INVOICE MAKING

MICROSOFT POWERPOINT

1. OVERVIEW OF POWER POINT
2. INSERTING SLIDES
3. TEXT TYPING AND FORMATTING
4. CREATING PHOTO ALBUM
5. TRANSITION AND ANIMATION EFFECTS
6. SETTING UP A SLIDE SHOW & GIVING TIMINGS
7. DESIGNS AND THEMES
8. PRESENTATIONS
9. CREATING ANIMATED GIF

TYPING TECHNIQUES

INTERNET

1.SURFING / SEARCHING THE NET
2.EMAILING : -CREATING A EMAIL ID
 -SEND & RECEIVING MAILS
 -ATTACHING FILES, IMAGES

SAMPLE CERTIFICATE

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MSME
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

CERTIFICATE

THIS IS TO CERTIFY THAT

Palak Garg

Son/ Daughter/Wife of _____ has been awarded
3 Months Certification in MS-Office from FISD- Vivek Vihar

CERTIFICATE NO. :	2023-03-20245	
ISSUED BY	:	FUTURE INDIA SKILL DEVELOPMENT
DATE OF ISSUE	:	09-5-2022
CANDIDATE ID	:	FISD/DEL/04/1001
GRADE	:	A+

Authorized Signatory

GRADE "EXCELLENT" = ABOVE 80%   GRADE "A+" = 70% – 79%   GRADE "A" = 60% – 69%   GARDE "B" = 50% – 59%

THANK YOU

Contact Us:

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📍 VIVEK VIHAR | KRISHNA NAGAR