Basic Computer Course In Ahmedabad (1.5 month)

Learn essential Microsoft Office skills to enhance productivity in academic, personal, and professional environments.

WHAT YOU'LL LEARN

- Create and format documents in Microsoft Word for professional and academic use.
- Use Excel for data entry, basic calculations, and chart creation.
- Design impactful presentations using Microsoft PowerPoint.
- Develop practical skills through hands-on exercises and real-world applications.

REQUIREMENTS

No prior computer experience is required; this course is beginner-friendly.

Basic understanding of using a computer and keyboard is helpful.

WHO'S THIS COURSE IS FOR

Students who need Microsoft Office skills for academic projects.

Professionals looking to improve their document, spreadsheet, and presentation skills.

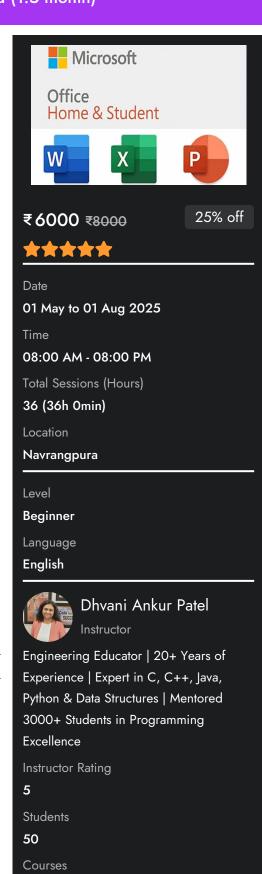Anyone who wants to become proficient in Microsoft Office for personal or business use.

DESCRIPTION

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Course Schedule and Duration

- **Duration:** 2 Months
- **Start Date:** Option to start today also, instructor will adjust you to recently started batch. **Enroll now**
- **Days:** Mon-Tue-Wed-Thu-Fri, 5 days a week and 1 Hours/Session
- **Timings:** 8.00 am to 8.00 pm (Choose any 1 hours)
- **Mode:** Offline(near jahnvi Restaurant Pajarapol, University Area, Ahmedabad, Gujarat 380009)
- **Languages:** English & Hindi
- **Fees:** INR 6,000/-

Microsoft Office Home & Student

₹6000 ~~₹8000~~   25% off

★★★★★

Date
01 May to 01 Aug 2025

Time
08:00 AM - 08:00 PM

Total Sessions (Hours)
36 (36h 0min)

Location
Navrangpura

Level
Beginner

Language
English

Dhvani Ankur Patel
Instructor

Engineering Educator | 20+ Years of Experience | Expert in C, C++, Java, Python & Data Structures | Mentored 3000+ Students in Programming Excellence

Instructor Rating
5

Students
50

Courses
9

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Course Modules

Module 1: Introduction to Microsoft Office

- Overview of Microsoft Office and its applications.
- Understanding the user interface and common tools across Word, Excel, and PowerPoint.
- File management: Creating, saving, and organizing documents.

Module 2: Microsoft Word — Document Creation & Formatting

- Creating and formatting text documents.
- Using fonts, styles, and paragraph settings for professional-looking documents.
- Inserting images, tables, and hyperlinks.
- Page layout, headers, footers, and printing documents.

Module 3: Microsoft Excel — Basics of Data Management

- Introduction to spreadsheets and data entry.
- Using basic formulas and functions (SUM, AVERAGE, MIN, MAX).
- Formatting cells, rows, and columns.
- Creating charts and graphs for data visualization.

Module 4: Microsoft PowerPoint — Creating Presentations

- Designing slides with text, images, and multimedia.
- Applying themes and slide transitions.
- Animating content for engaging presentations.
- Best practices for delivering a presentation.

Module 5: Hands-on Projects & Real-World Applications

- Creating a report in Microsoft Word.
- Building a budget or attendance sheet in Excel.
- Designing a presentation for an academic or business project in PowerPoint.

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Key Features:

- Hands-on learning with practical exercises.
- Step-by-step guidance on Microsoft Word, Excel, and PowerPoint.

- Real-world examples for academic and professional use.
- Certificate of completion to showcase Microsoft Office proficiency.

This course provides students with essential Microsoft Office skills to work efficiently in personal, academic, and office environments.