

About Technoglobe

Since 2001, Technoglobe has been teaching job-ready computer and IT skills. Our students are working across India and abroad, and our centres run in India, Canada, UK, UAE, Singapore and Nepal.

26 Years

of excellence in IT education

4 Lakh+

students trained

150+

centres

500+

placement tie-ups

35+

awards, incl. Oxford University
(UK)

1 Year

student membership

✓ Authorised by Ministry of MSME, India

✓ Training on live, real-time projects

✓ Certificate partners: HPE, IBM, Microsoft, Adobe, Tally

✓ Free soft-skills & interview preparation

 **1 Year Student Membership** After the course, if you face any problem for 1 full year, just come to the centre and our trainers will help you solve it.

COURSE

MS Office

Learn to make neat documents in Word, presentations in PowerPoint and sheets with formulas, charts and macros in Excel, plus simple drawings in Paint. Useful for any office job, studies or your own business.

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Paint

Formulas & Macros

Charts & SmartArt

Slide Animations

 **100% Job Placement Support**

Jobs you can do after this course

Marketing Executive

Sales Operations

CRM Manager

RevOps Manager

Operations Director

Product Owner

Developer

Solution Architect

Technoglobe Ajmer Centre

3rd Floor, 90 Degree Building, Makarwali Chouraha,
Near Bravia Hotel, Vaishali Nagar, Ajmer

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 **Call / WhatsApp**

73570 78077

90242 41045

Free counselling & demo class

Course in simple steps

1 Word: Page Layout
 Header & footer, watermark, page colour, page border, ruler, indent and paragraph spacing.

2 Word: Tables & Contents
 Tables, table of contents, mark entry, thesaurus, translation and navigation pane.

3 Word: Pictures & Charts
 Pictures with text, SmartArt, charts, screenshots and page numbers.

4 PowerPoint
 Slides, layout, design, gridlines, pictures with text, transitions, animation, custom slide show.

5 Excel: Basics & Formatting
 New, open, save, fonts, bold / italic, wrap text, merge & centre, currency and accounting formats.

6 Excel: Data & Charts
 Columns, rows & cells, sort and filter data, insert columns, pie charts and basic formulas.

7 Excel: Print, Protect, Macros
 Page setup, print area, custom header & footer, proofing, protecting sheets and using macros.

8 Microsoft Paint
 Make simple drawings and pictures with Microsoft Paint.

What you will actually make

✂ A formatted letter or report

✂ A document with table of contents

✂ A table and chart in Word

✂ A presentation with animations

✂ A custom slide show

✂ A sheet with formulas & sort/filter

✂ A pie chart from Excel data

✂ A protected, print-ready sheet

✂ A simple drawing in Paint

100% Job Placement Support

- ✓ Practical classes on real projects
- ✓ Placement & interview preparation

- ✓ Certificate on completion
- ✓ Expert, qualified trainers

Start your office career in Ajmer

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 **Book your free demo**

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