

WAVE Office Assistance Syllabus

MS Word

Skills: Working with text, formatting text, Insert picture, object style, layout, insert table, character style, paragraph style etc.

Outputs: : Letterhead, Invitation Letter, Business Card, Envelope, CD Case, Event Expenses Management, Planner, Meeting agenda, Inventory, Schedule Management, Company Profile, Training Presentation etc.

MS Excel

Skills: Working with spreadsheets, formatting, insert illustrations, insert symbols, insert graphs, sorting etc.

Outputs:Event Expenses Management, Planner, Meeting agenda, Inventory, Schedule Management etc.

MS PowerPoint

Skills: Formatting text, insert picture, object style, layout, character style, paragraph style, transition, animation, etc.

Outputs: Company Profile, Training Presentation etc.

Internet activities Skills: Chat, email, talk, bulk SMS, net banking,
online payment, using Google map, online shopping,
Marathi typing, more tips for smart use of computer
etc.

