

VERSION

28

**CRASH COURSE**

**SR. CODE**

EAPL/CRASH/CRTC14

**COURSE CODE**

EACMO

**SUB CATEGORY**

BUSINESS MANAGEMENT



TOTAL DURATION

**45**  
HOURS



THEORY TAKEN

**10**  
HOURS



PRACTICAL TAKEN

**35**  
HOURS

ELYSIUM  
ACADEMY

MICROSOFT  
OFFICE COURSE

**ELYSIUM  
ACADEMY**

**MICROSOFT  
OFFICE COURSE**

ELYSIUM  
ACADEMY

MICROSOFT  
OFFICE COURSE

ELYSIUM  
ACADEMY

## COURSE DESCRIPTION



The Microsoft Office Specialist (MOS) course offers comprehensive training in the essential tools of the Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook. You will learn to proficiently navigate these applications, mastering features such as document formatting, data analysis, presentation design, and email management.

## COURSE GOALS



By course completion, you will demonstrate proficiency in using Microsoft Office applications, earning industry-recognized certifications. They will develop advanced skills in creating professional documents, managing data effectively, designing compelling presentations, and organizing workflow efficiently using Outlook.

## FUTURE SCOPE



Graduates of the MOS course will be well-prepared for administrative roles across diverse industries. They'll find opportunities as office assistants, administrative coordinators, data analysts, or executive assistants. Additionally, possessing MOS certifications enhances employability and advancement prospects, as these skills are universally valued in modern workplaces, ensuring a competitive edge in the job market.

# 01

## CHAPTER

### **WORD**

#### **O1. Create and manage documents**

- a. Create a document
- b. Navigate through a document
- c. Format a document
- d. Customize options and views for documents
- e. Print and save documents

#### **O2. Format text, paragraphs, and sections**

- a. Insert text and paragraphs
- b. Format text and paragraphs
- c. Order and group text and paragraphs

#### **O3. Create tables and lists**

- a. Create a table
- b. Modify a table
- c. Create and modify a list

#### **O4. Create and manage references**

- a. Create and manage reference markers
- b. Create and manage simple references

#### **O5. Insert and format graphic elements**

- a. Insert graphic elements



**1.5**  
HRS



**07**  
HRS

- a. Format graphic elements
- b. Insert and format SmartArt graphics

## O6. Mail Merge Concepts

# 02

## CHAPTER

### EXCEL

#### O1. Create and manage worksheets and workbooks

- a. Create worksheets and workbooks
- b. Navigate in worksheets and workbooks
- c. Format worksheets and workbooks
- d. Customize options and views for worksheets and workbooks
- c. Configure worksheets and workbooks for distribution

#### O2. Manage data cells and ranges

- a. Insert data in cells and ranges
- b. Format cells and ranges
- c. Summarize and organize data

#### O3. Create tables

- a. Create and manage tables
- b. Manage table styles and options
- c. Filter and sort a table



02  
HRS



08  
HRS

## O4. Perform operations with formulas and functions

- a. Summarize data by using functions
- b. Perform conditional operations by using functions
- c. Format and modify text by using functions

## O5. Create charts and objects

- a. Create charts
- b. Format graphic elements
- c. Insert and format objects

# 03

## CHAPTER

## **POWERPOINT**

### O1. Create and manage presentations

- a. Create a presentation
- b. Insert and format slides
- c. Modify slides, handouts, and notes
- d. Order and group slides
- e. Change presentation options and views
- f. Configure a presentation for print
- e. Configure and present a slide show

### O2. Insert and format text, shapes, and images

- a. Insert and format text



- b. Insert and format shapes and text boxes
- c. Insert and format images
- d. Order and group objects

### **O3. Insert tables, charts, SmartArt, and media**

- a. Insert and format tables
- b. Insert and format charts
- c. Insert and format SmartArt graphics
- d. Insert and manage media

### **O4. Apply transitions and animations**

- a. Apply slide transitions
- b. Animate slide content
- c. Set timing for transitions and animations

# 04

CHAPTER

## **ACCESS**

### **O1. Create and manage a database**

- a. Create and modify databases
- b. Manage relationships and keys
- c. Navigate through a database
- d. Protect and maintain databases
- e. Print and export data

### **O2. Build tables**

- a. Create tables
- b. Manage tables
- c. Manage records in tables
- d. Create and modify fields

  
**2.5**  
HRS

  
**05**  
HRS

### **O3. Create queries**

- a. Create a query
- b. Modify a query
- c. Create calculated fields and grouping within queries

### **O4. Create forms**

- a. Create a form
- b. Configure form controls
- d. Format a form

### **O5. Create reports**

- a. Create a report
- b. Configure report controls
- c. Format a report

# 05

CHAPTER

## **OUTLOOK**

### **O1. Introduction to Outlook**

- a. What is Outlook?
- b. Using the Navigation Pane
- c. Working with Folders
- d. Exploring the Inbox
- e. Reading Your E-Mail
- f. Replying to an E-Mail Message
- g. Forwarding a Message
- h. Sending a New Message
- i. Adding an Attachment
- j. Viewing Sent Items



**03**  
HRS



**7.5**  
HRS

## **O2. Managing Messages**

- a. Flagging Messages for Follow Up
  - b. Using Multiple E-Mail Accounts
  - c. Adding a Signature
  - d. Formatting Messages
  - e. Setting Message Priorities
  - f. Setting Delivery Options
  - g. Using the Rules Wizard
  - h. Printing Your E-Mail
  - i. Saving Messages
- Course Outline  
Introduction to Microsoft Outlook

## **O3. Maintaining Contacts**

- a. Adding Contacts
- b. Viewing Contact Information
- c. Modifying and Deleting Contacts
- d. Creating a Contact Group
- e. Sending a Message to a Contact
- f. Using Outlook to Call a Contact
- g. Printing, Importing & Exporting  
Contact Information

## **O4. Coordinating Calendars**

- a. Viewing Calendar Information
- b. Scheduling Appointments
- c. Adding Recurring Appointments
- d. Exploring Calendar Settings
- e. Planning & Scheduling a Meeting



f. Responding to Meeting Requests

g. Printing Your Calendar

## **O5. Scheduling Tasks**

a. Creating & Viewing Tasks

b. Using the Task Form

c. Assigning Tasks to Others

d. Responding to Task Requests

e. Keeping Notes

## **O6. Organizing Information**

a. Managing Folders

b. Copying Items among Folders

c. Locating Items

d. Creating Categories

e. Arranging Items

f. Controlling Junk E-mail

g. Designing Custom Views

## **O7. Working in the Cloud with Office 365**

a. What is the Cloud?

b. What is Office 365?

c. Understanding OneDrive

d. Opening & Saving Files

Placement Assistance

**100%**

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Practical Sessions

**90%**

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