



PROFESSIONAL

VERSION

28

SR. CODE

EAPL/PROF/PRTC30

COURSE CODE

EAPBM

SUB CATEGORY

BUSINESS MANAGEMENT



TOTAL DURATION

90

HOURS



THEORY TAKEN

28

HOURS



PRACTICAL TAKEN

62

HOURS

ELYSIUM
ACADEMY
MASTER IN
BUSINESS
MANAGEMENT
ELYSIUM
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ACADEMY
MASTER IN
BUSINESS
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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
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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



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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**
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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

06

CHAPTER

MICROSOFT EXCEL FUNDAMENTALS

1. Microsoft Excel Fundamentals

- a. Customizing the Excel Quick Access Toolbar
- b. Understanding the Structure of an Excel Workbook
- c. Saving an Excel Document
- d. Opening an Existing Excel Document
- e. Common Excel Shortcut Keys

2. Working with Excel Templates

- a. Opening an Existing Template
- b. Creating a Custom Template

3. Entering and Editing Text and Formulas

- a. Entering Text to Create Spreadsheet Titles
- b. Working with Numeric Data in Excel
- c. Entering Date Values in Excel
- d. Working with Cell References
- e. Creating Basic Formulas in Excel
- f. Relative Versus Absolute Cell References in Formulas
- g. Understanding the Order of Operation

4. Modifying an Excel Worksheet

- a. Moving and Copying Data in an Excel Worksheet



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- b. Inserting and Deleting Rows and Columns
- c. Changing the Width and Height of Cells
- d. Hiding and Unhiding Excel Rows and Columns
- e. Deleting an Excel Worksheet
- f. Renaming an Excel Worksheet
- g. Moving and Copying and Excel Worksheet

5. Formatting Data in an Excel Worksheet

- a. Working with Font Formatting Commands
- b. Changing the Background Color of a Cell
- c. Adding Borders to Cells
- d. Formatting Data as Currency Values
- e. Formatting Percentages
- f. Using Excel's Format Painter
- g. Creating Styles to Format Data
- h. Merging and Centering Cells
- i. Using Conditional Formatting

6. Printing an Excel Worksheet

- a. Viewing your Document in Print Preview
- b. Changing the Margins, Scaling and Orientation
- c. Working with Page Layout View
- d. Adding Header and Footer Content
- e. Printing a Specific Range of Cells

07

CHAPTER

FUNCTIONS

1. Working with Basic Excel Functions

- a. Working with the SUM () Function
- b. Working with the MIN () and MAX() Functions
- c. Working with the AVERAGE () Function
- d. Working with the COUNT () Function
- e. Using the AutoSum Command
- f. Using the AutoFill Command to Copy Formulas

2. Excel List Functions

- a. Excel Function: DSUM()
- b. Excel Function: DAVERAGE()
- c. Excel Function: DCOUNT()
- d. Excel Function: SUBTOTAL()

3. Working with Excel's Conditional Functions

- a. Working with Excel Name Ranges
- b. Using Excel's IF() Function
- c. Nesting Functions
- d. Using Excel's COUNTIF() Function
- e. Using Excel's SUMIF() Function
- f. Using Excel's IFERROR() Function



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4. Working with Excel's Lookup Functions

- a. Using Excel's VLOOKUP() Function
- b. Using Excel's HLOOKUP() Function
- c. Using Excel's INDEX() and MATCH() Functions

5. Working with Excel's Text Based Functions

- a. Using Excel's LEFT(), RIGHT() and MID() Functions
- b. Using Excel's LEN() Function
- c. Using Excel's SEARCH() Function
- d. Using Excel's CONCATENATE() Function

08

CHAPTER

INSERTING CONTENTS TO WORKSHEET

1. Inserting Images and Shapes into an Excel Worksheet

- a. Inserting Images
- b. Inserting Excel Shapes
- c. Formatting Excel Shapes
- d. Working with Excel SmartArt

2. Creating Basic Charts in Excel

- a. Creating an Excel Column Chart
- b. Working with the Excel Chart Ribbon
- c. Adding and Modifying Data on an Excel Chart



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- d. Formatting an Excel Chart
- e. Moving a Chart to another Worksheet
- f. Working with Excel Pie Charts

09

CHAPTER

ADVANCED EXCEL CONCEPTS



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1. Working with an Excel List

- a. Sorting a List Using Single Level Sort
- b. Sorting a List Using Multi-Level Sorts
- c. Using Custom Sorts in an Excel List
- d. Filter an Excel List Using the AutoFilter Tool
- e. Creating Subtotals in a List
- f. Format a List as a Table
- g. Using Conditional Formatting to Find Duplicates
- h. Removing Duplicates

2. Excel Data Validation

- a. Creating a Validation List
- b. Adding a Custom Validation Error
- c. Dynamic Formulas by Using Validation Techniques

3. Importing and Exporting Data

- a. Importing Data from Text Files
- b. Importing Data from Microsoft Access
- c. Exporting Data to a Text File

4. Working with Large Sets of Excel Data

- a. Using the Freeze Panes Tool
- b. Grouping Data (Columns and/or Rows)
- c. Print Options for Large Sets of Data
- d. Linking Worksheets (3D Formulas)
- e. Consolidating Data from Multiple Worksheets

10

CHAPTER

PIVOT TABLES & MACROS

1. Excel PivotTables

- a. Creating an Excel PivotTable
- b. Modifying Excel PivotTable Calculations
- c. Formatting PivotTable Data
- d. Drilling Down into PivotTable Data
- e. Creating Pivot Charts
- f. Filtering PivotTable Data
- g. Filtering with the Slicer Tool

2. Working with Excel's PowerPivot Tools

- a. Why PowerPivot?
- b. Activating the Excel PowerPivot AddIn
- c. Creating Data Models with PowerPivot
- d. Creating PivotTables based on Data Models
- e. PowerPivot Calculated Fields
- f. PowerPivot KPIs



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3. Protecting Excel Worksheets and Workbooks

- a. Protecting Specific Cells in a Worksheet
- b. Protecting the Structure of a Workbook
- c. Adding a Workbook Password

4. Automating Repetitive Tasks in Excel with Macros

- a. Understanding Excel Macros
- b. Activating the Developer Tab in Excel
- c. Creating a Macro with the Macro Recorder
- d. Editing a Macro with VBA
- e. Creating Buttons to Run Macros

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