



### **Ms-Word intermediate:**

Applying/removing password to files, Compatibility mode, Formatting pictures, Watermark, Find-Replace command, Auto-correct, Auto-text, Manipulating existing table, Caption, Headers & Footers, Page formatting (page margins, columns & layouts), mail merge, Clip board.

### **Ms-Excel intermediate:**

Nested function, Mathematical Functions (Round-Up , Round-Down and Sum-if Function), Logical functions (AND & OR-Functions), Statistical functions (Count, Count-A , and Count-If function), Text function (Left, Right and Concatenate function), Look-up functions (Vertical & Horizontal Look-Up functions), Chart/Graph formatting, Cell formatting (Conditional formatting), Filters, Paste special functions.

### **Ms-Access Basics/Intermediate:**

Introduction to Access and its uses, Saving and Opening an access database file, Introduction the access screen, Introduction to the two views and their uses: Design View & Datasheet View, Tables, Encrypting and Decrypting a database file, Look-up wizard, Validation rule and Validation text, Default value, Reports, Queries, Forms, Developing relationships between two or more tables.