

Be a CMA, Be an Enabler for SELF-RELIANT INDIA

MICROSOFT WORD, POWERPOINT & EXCEL

EME



Microsoft Education

ABOUT MICROSOFT

STAND OUT AND BE SEEN

MICROSOFT OFFICE IS THE **3RD** MOST REQUESTED SKILL FOR JOBS

1ST

ORAL & WRITTEN
COMMUNICATION SKILLS

2ND

PROJECT
MANAGEMENT

3RD

MICROSOFT
OFFICE

Microsoft Office – Word, Excel, Power point are the credential required by academia and business, recognized globally as the premier credential in the workforce for any profession.

Recent Statistics show that the 91% of enterprises with at least 100 users use Microsoft Office

MICROSOFT – EXCEL, WORD AND POWERPOINT (40 HOURS)

- MS Word, PowerPoint and Excel
- Detailed but simple [self-learning material](#)
- Easy to learn material (eBooks) for all level of students
- Certificates on successful completion of Excel
- [Practice files](#) and data shall be provided to faculty to practice and to teach
- Microsoft Teams group shall be formed for additional support
- [Focus on Excel](#)

Excel

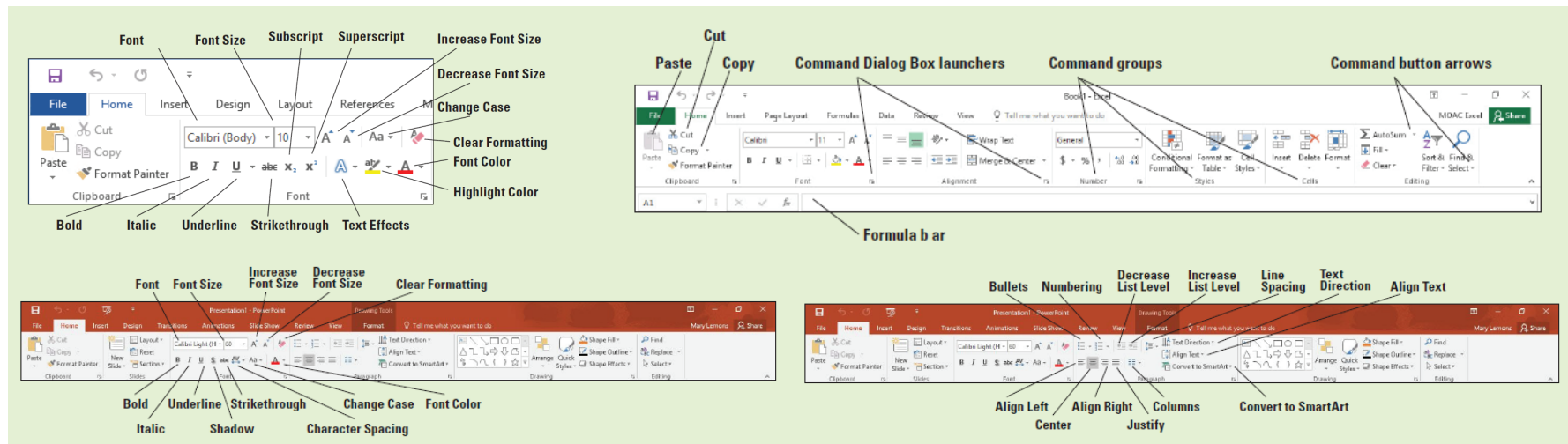
25 hrs

Word

10 hrs

PowerPoint

5 hrs



BENEFITS TO STUDENTS

- Universal Usage - MS Office is the globally most widely used tool for professional exchange
- A must for job applicants - For anyone with an office-based job, Microsoft Office is a global tool. Employers assume, all job applicants have the working knowledge of MS-Office
- Almost universal compatibility with operating systems - Almost all computers available in the market are compatible with all versions of MS-Office
- Recent Statistics show that the 91% of enterprises with at least 100 users use Microsoft Office
- Certificate of knowing MS Office will provide the edge for a student over others in the current competitive job environment
- MS Excel is the most popular tool used for analysis and reporting

