



JVR CONSULTANTS

The symbol of success

"KSHEERABDHI"

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TRAINING MS OFFICE (TRG 3)

| S.No | Name of the program | Language | | Duration | Contents | Audience | Benefits |
|------|----------------------|--------------|---------------------------|----------|--|-------------------------------|--|
| | | Presentation | Lecture | | | | |
| 1 | Microsoft Excel | English | Tamil or Hindi or English | 8 hours | Application of optimum features of Microsoft Excel towards 1. Production Planning 2. Production & Quality Data Collection 3. Making Control Charts, Pareto Charts, etc. 4. Analysing the data 5. Preparing various formats by using various features 6. Usage of formulas and various functions | Junior and Middle level staff | One will learn to 1. Analysing a set of data 2. Making Charts 3. Use this application for better presentation of data |
| 2 | Microsoft Word | English | Tamil or Hindi or English | 8 hours | Application of optimum features of Microsoft Word towards 1. Preparing documents 2. Preparing formats 3. Preparing draft messages 4. Typing letters | Junior and Middle level staff | One will learn to 1. Prepare the documents more professionally. |
| 3 | Microsoft Powerpoint | English | Tamil or Hindi or English | 8 hours | Application of optimum features of Microsoft Powerpoint towards 1. Preparing presentation files 2. Interfacing Excel data or Word document to Powerpoint 3. Animation techniques | Junior and Middle level staff | One will learn to 1. Present the reports or performances in a more professional way. |