



We Make you IT ready...

MBPS Infotech
we make you IT ready...



MS – CIT & CCC

MBPS Infotech, Near Shrushti Hotel, Sudarshannagar, Pimplegurav, Pune-411061

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1) MS-Word

- Basic Operations
- Creating and editing documents
- Formatting documents
- Enhancing documents
- Applying Page Setup
- Working with various objects like shapes, SmartArt, Pictures and Tables
- Inserting Header and Footers
- Linking and embedding documents
- Previewing and Printing documents
- Advanced Word Processing

2) MS-Excel

- Creating and editing workbook
- Organizing and formatting worksheets
- Data analysis and management
- Using formulas and functions
- Previewing and printing worksheets
- Advanced Spreadsheet

3) MS-PowerPoint

- Creating and Editing Presentations
- Designing and Enhancing Presentation
- Delivering Presentation
- Advanced Presentation Graphics

4) MS-Outlook

- Setting up a new email account in Microsoft Outlook
- Sending, receiving, replying, forwarding mail messages
- Including a signature in outgoing message
- Scheduling meetings with others
- Creating contacts, appointments, task list and group contacts

5) Internet

- Basic Operations
- Digital Access and Online Services
- Digital Communication

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