

## About CRISP

CRISP is established under the Indo-German Technical Cooperation Agreement as an autonomous organization of the Dept. of Technical Education, Skill Development & Employment, Govt. of M.P.

CRISP provides technical training and consultancy services for Industry Personnel, Government Officers, Faculties of Academic & Training Institutions, Students & Jobseekers. CRISP is equipped with the state-of-the-art labs & technology, latest software, qualified, trained and experienced trainers in the relevant fields.

### Other training programmes in CS/IT :

#### AI & Data Science:

- AI & ML
- Advance Data Analytics

#### Office Management With AI:

- Advanced Excel
- Accounting with Tally Prime

#### Programming Languages:

- C & C ++
- Java(J2SE)
- CISCO Programming Essentials in Python

#### Networking & Cyber Security:

- CISCO IT Essentials (PCRM & Networking)
- CISCO Networking Essentials
- CISCO CCNA
- CISCO Cyber Security Essentials

#### Database Management:

- ORACLE (OCA)

#### Web Designings:

- Web Development with Python & Django



## Patron Clients of CRISP



### Contact :

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## Centre for Research and Industrial Staff Performance

(Established under Indo-German Technical Co-operation)

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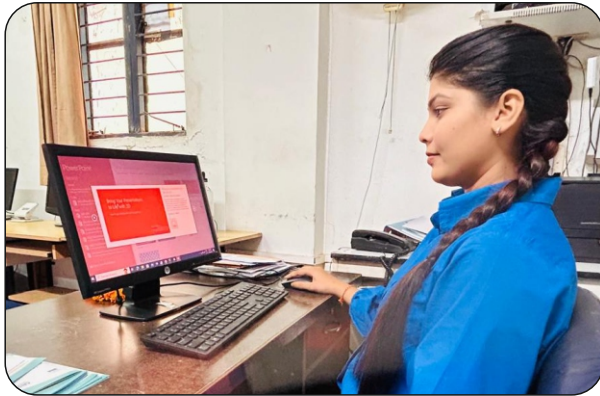
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## MS Office / Open Office



...unleashing the full potential of men & machines

## MS Office/Open Office



### Introduction of Course

Who envisage their growth in computer field in the present competitive world. Microsoft Office is a popular software suite featuring many desktop publishing programs. It comes with everything that may come into use in a classic office setting, hence the name. Computer users have the option of several different Microsoft Office suites intended for students, home users, small businesses and corporations with the changing times, every body must have a knowledge of computer for higher gains.

OpenOffice is a free, open-source office suite that offers a comprehensive set of tools for various office tasks. Here's a brief overview of its main components in the contents.

### Course Contents

#### Microsoft Word

- Creating Document, Open File, Save File
- Aligning the text, Changing Font and size
- Bullets and Numbering, Change line spacing, Cut, Copy, Paste, Undo, Redo
- Add Space Before or After Paragraphs
- Indent Paragraphs, Find, Replace & Goto
- Page Orientation (Portrait / Landscape),
- Print Preview, Zoom, Border & Shading,
- Creating Table, Changing case
- Adding Headers, Footers
- Spell check, Setting Tab
- Creating a column, Page setup
- Mail Merge, Print document

#### Microsoft Excel

- Insert and Delete (Row, Column and Sheet)
- Hide / Unhide (Row, Column and Sheet)
- Merge and center, Text Wrap, Move or Copy worksheet, Insert Comments, Formula
- Sheet Linking, Auditing, Pivot Table, Scenario
- Sorting, Form, Filter
- Creating Charts

#### Microsoft PowerPoint

- Inserting New Slide, Slide layout
- Changing font, design, Scheme, Background
- WordArt, Design Template, Slide Sorter, Duplicate Slide, Delete Slide
- Reorganise presentation, Inserting Clipart and Picture

- SmartArt, Inserting Hyperlink, Action Button
- Inserting sound, Movie, Give animation effect to slides
- Slide Transition, Hide Slide, View Show, Run Slide

**Writer:** A word processor similar to Microsoft Word, used for creating documents like letters, books, and reports.

**Calculation:** A spreadsheet application akin to Microsoft Excel, ideal for data analysis, charting, and financial calculations.

**Impress:** A presentation tool comparable to Microsoft PowerPoint, used for creating multimedia presentations.

**Draw:** A vector graphics editor for creating diagrams, flowcharts, and 3D artwork.

**Base:** A database management tool similar to Microsoft Access, used for creating and managing databases.

**Math:** A formula editor for creating mathematical equations, which can be embedded in other OpenOffice document12.

### Methodology

The programme consists of a mix of :

- Lectures and presentations
- Demonstrations
- Interactive discussions
- Hands-on practice

### Pre-requisite

- Industry personnel with relevant experience
- Knowledge of computer

### Duration

**Full time :** 5 working days (8 hours/day)

**Part time:** 4 weeks (20 working days, 2 hours/day)

### Course Fee

- Corporate participant: Rs.20,000/- (Non Residential) + GST
- Fee will be subsidized for Jobseekers/students

### Mode of Payment

Cash / UPI/ Online/ Debit Card/ Credit Card