

Digital Office Skill Essentials

သင်တန်းအမှတ်စဉ် (၀၁၀၈/၀၁၀၂/၂၆-၂၇)

သင်ကြားပို့ချပေးမည့်အကြောင်းအရာများ

Chapter 1 Introduction to Computer and Windows Basics

- 1.1 Computer Basics Knowledge
- 1.2 Windows Basics Skill

Chapter 2 Getting Start with Microsoft Office Word 2019

- 2.1 Working with Text
- 2.2 Working with List
- 2.3 Inserting Picture and Shape
- 2.4 Working with Page
- 2.5 Working with Tables
- 2.6 Printing out Documents

Chapter 3 Getting Start with Microsoft Office Excel 2019

- 3.1 Using Simple and Complex formula
- 3.2 Using Basic Function
- 3.3 Working with Worksheet
- 3.4 Working with Chart
- 3.5 Printing out Documents

Chapter 4 Getting Start with PowerPointl 2019

- 4.1 Applying Themes
- 4.2 Inserting Picture and Shape
- 4.3 Formatting Shapes
- 4.4 Using Transitions and Animations
- 4.5 Viewing and Printing Slides