



## Inviting All Teaching & Non-Teaching Staff of HED, Govt. of West Bengal To Complimentary Training on MS Office Suite & MS Azure Fundamentals

### Training Topics & Objective Domains:

#### Word 2019 Topics

1. Manage Documents
2. Insert and Format Text, Paragraphs & Sections
3. Manage Tables and Lists
4. Create & Manage References,
5. Insert & Format Graphic Elements
6. Manage Document Collaboration

#### Excel 2019 MOS Objectives

4. Manage Worksheets & Workbooks
5. Manage Data Cells & Ranges
6. Manage Tables & Table Data
7. Perform Operations by using Formulas & Functions
8. Manage Charts

#### PowerPoint 2019 of Topics

1. Manage Presentations
2. Manage Slides
3. Insert & Format Text, Shapes, & Images
4. Insert Tables, Charts, SmartArt, 3D Models and Media
5. Apply Transitions and Animations

#### Azure Fundamentals (AZ-900)

1. Describe Cloud Concepts
2. Describe Azure Architecture and Services
3. Describe Azure Management and Governance

### Trainer Profile:

University Gold Medalist, MCA, Published Author of Technology Books, has served US Federal Agency in Washington DC for 10+ years and has 20+ years of solid experience including IT Industry and Training

Topic	Training Dates	Time	Registration Link
MS Excel 2019	November 7, 2023	2-4 PM	<a href="https://forms.gle/NiBtoym6kriFFsVv6">https://forms.gle/NiBtoym6kriFFsVv6</a>
MS Azure Fundamentals	November 8, 2023	2-4 PM	
MS Word & PowerPoint 2019	November 9, 2023	2-4 PM	

**Last date of Registration-** November 5, 2023

### Questions:

Please write to [support@cyberlearningindia.com](mailto:support@cyberlearningindia.com) with copy to [prai@cyberlearningindia.com](mailto:prai@cyberlearningindia.com)