



TOPPERS HUB
ACADEMY

LIFE SKILLS

Digital Skills

MS Office & Computer Basics

A free study resource by **Toppers Hub Academy**

Founder & Director: **Mrs. Neeru Nanda**

20 years • 10,000+ students • 500+ toppers • 5.0★ on Google

1945 P, Sainik Colony, Sector 49, Faridabad, Haryana 121001

Call / WhatsApp: +91 98916 12831 (9891612831) • toppershubacademy.odoo.com

MS Word & PowerPoint

- Word is used to create and format documents.
- Format text with fonts, styles, alignment and bullet lists.
- PowerPoint creates slide presentations.
- Keep slides clean – few words, clear visuals.

MS Excel Basics

- Excel organises data in rows and columns.
- Formulas start with '=' – SUM, AVERAGE, MAX, MIN, COUNT.
- Sort and filter data to find information quickly.
- Charts turn numbers into easy-to-read visuals.

Internet & Safety

- Use search engines effectively for study and research.
- Keep passwords strong and private.
- Beware of scams, phishing and fake links.
- Be a responsible and respectful digital citizen.

Want to learn computer and digital skills with us? Ask about our classes.

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