BASICS OF M.S.OFFICE

Learning Outcome:

- Develop file management strategies
- Explore files and folders
- Create,name,move,and delete files

Duration: 30 Hours. (Theory and Practical)

Course Outcomes:
- Learners will be able to claim proficiency in Word and PowerPoint.
- Learners will able to independently create professional-looking documents and presentations.
- Learners will be familiar with some advanced Word and PowerPoint functions.
- Learners will understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations.
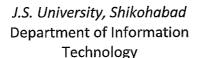
MODULE — 1   **(8 hrs.)**

What is computer?, Block diagram of computer, Types of computer, Generation of computers, I/O devices, Memory, Types of printers, Operating system, Language processors

MODULE — 2   **(8 hrs.)**

Microsoft Word: Interface, Toolbar, Working with a document (Create, open, Save, Export etc. Working with text, Images and Tables, Page layout (Headers and footers, Margins, Page and line numbers), Mail Merge, Automating tasks .

MODULE — 3 (8 hrs.)

MS-Excel: Introduction, Components of Excel History, Creating, Saving, Opening, Spreadsheet, Formatting numbers and Text, Graph and Chart Formatting Commands, Menu Bar, Toolbars, Printing Operation, Spell Checking, Cell Editing, Calculation of various Financial and Statistical Functions using' Formulas.

MODULE — 4 (6 hrs.)

Microsoft Power Point: Interface, Working with a document (Create, open, Save, Exportetc,), Creating and editing power point presentations (Slideshows, Animations, Transitions, graphics and, charts), File formats and Export features..

REFERENCES

1. Computer Basics and Beyond by Michael
2. MS-Office 2007 for Dummies by Wallace. Wang, Wiley Publishing Inc.
3. Fundamentals of Computers. Delhi: Prentice-Hall

(Name of Faculty)   (Name of Faculty)   (Name of Faculty)

Course Coordinator   Dean Academics   Director/Principle/Dean of Faculty/Department