

# **Certification Programme in MS Office**

## **Objectives of the Course:**

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

## **SYLLABUS**

### **Module I**

Introduction to Computer Fundamentals, Windows OS, Internet and Email Computer, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your email account

### **Module II**

Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files

### **Module III**

Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cell column or row, Insert picture or clipart in excel sheet

### **Module IV**

Introduction to Microsoft PowerPoint How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides