

2020 – 2022

MICROSOFT OFFICE (Word, Excel, Power Point)

Duration:30 hours

Unit -I

Creating Document: Menu Bar-Title Bar-Status Bar-Cut,Copy,Paste –Bullets and Numbering-Header and Footer-Find and Replace- Customize Quick Access Tool Bar- Page Layout – Alignment-Font Style- Borders Right, Left, center, Justify – Draft-Page Number

Unit -II

Table : Row, column-Inserting a Picture-Clip Art-Shapes: Different types of Shapes to draw-Line Spacing –Quick Parts-Signature Line –Date And Time –Equations –Symbols-Select Recipients-Start Mail Merge-Labels- Chart: Line chart-Pie Chart-Bar Chart-Line-Area, Word Art-Print –Print Preview – Spell check

Unit- III

Basic Excel: Font Style ,Font Size ,Font Color-Cells-Short Cuts-Conditional Formatting –Format a Table- Format-Number and Symbol-Orientation- Formulas : Insert Function-Auto Sum–logical-data and time- Data :From Access-From Web-From Data-From other Sources –Sort –Filter-Text to Column

Unit- IV

Graph: Bar chart-Pie Chart – Column-Area chart –Scatter-other charts –Hyperlink-Text box – Header and Footer – Table: Creating a Table-Rows and Column-To Perform Addition, Subtraction, Division

Unit –V

Creating Presentation: To Create New Slides-Bullets and Numbering-Shapes- Find and Replace-Columns-Alignment: Right, Left, Justify - Design: To Create Different types of Design –Table-Animation: Custom Animation - Chart: Line chart-Pie Chart-Bar Chart-Line-Area- Show: From the Beginning –From the Current Slide –Hide Slide –Movie-Sound-Slide Sorter