



## MS OFFICE FULL COURSE



### Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

|                          |  |
|--------------------------|--|
| <b>Entry Requirement</b> | : Beginners of MS Office               |
| <b>Course Duration</b>   | : 30hrs.                               |
| <b>Mode of Training</b>  | : Face to face Instructor led Training |

### Course Content

#### MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hard ware, what is Soft ware
- Windows short cut keys

#### MS WORD

##### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

##### **Module 2: Text Formatting and saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

### Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

### Module 4: Header & Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

### Module 5: Working with bullets and numbered lists

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

### Module 6: Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

### Module 7: Styles and Content

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

### Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

### Module 9: Sharing and Maintaining Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

### Module 10: Proofing the document

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

### Module 11: Printing

- Page Setup, Setting margins
- Print Preview, Print

## MS EXCEL

### Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

### Module 13: Formatting excel work book:

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

### Module 14: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

### Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

### **Module 16: Create Effective Charts to Present Data Visually**

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

### **Module 17: Analyze Data Using PivotTables and Pivot Charts**

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

### **Module 18: Protecting and Sharing the work book**

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.

### **Module 19: Use Macros to Automate Tasks**

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

### **Module 20: Proofing and Printing**

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

## **MS POWERPOINT**

### **Module 21: Setting Up PowerPoint Environment:**

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

### **Module 22: Creating slides and applying themes**

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

### **Module 23: Working with bullets and numbering**

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

### **Module 24: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

### **Module 25: Hyperlinks and Action Buttons**

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes



A computer excellence

### **Module 26: Working With Movies and Sounds**

- Inserting Movie From a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

### **Module 27: Using SmartArt and Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

### **Module 28: Converting text to smart art Animation and Slide Transition**

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

### **Module 29: Using slide Master**

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

### **Module 30: Slide show option**

- Start slide show
- Start show from the current slide
- Rehearse timing
- Creating custom slide show

### **Module 31: Proofing and Printing**

- Check Spelling As You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

### **INTERNET & E-MAIL**

- What is Internet?, Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook



☎ : 285448

Cell : 9844117146

# SKIT COMPUTER CENTRE

Opp : Mini Vidhana Soudha Mandya Circle, Nagamangala, Mandya District -37

## SYLLABUS

### MS Office Full Course

#### OBJECTIVE:

Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

#### DURATION: .30 Hours

| S.No. | Chapter                  | Hours                                   | Timings             |
|-------|--------------------------|---|---------------------|
| 1     | Course Overview          | 3 Hours<br>02-July-2017 TO 05-July-2017 | 8.00AM To<br>9.00AM |
| 2     | COMPUTER BASICS          | 4 Hours<br>06-July-2017 TO 09-July-2017 | 8.00AM To<br>9.00AM |
| 3     | MS WINDOWS,              | 4 Hours<br>11-July-2017 To 16-July-2017 | 8.00AM To<br>9.00AM |
| 4     | MS WORD                  | 4 Hours<br>18-July-2017 To 21-July-2017 | 8.00AM To<br>9.00AM |
| 5     | MS EXCEL                 | 4 Hours<br>22-July-2017 TO 26-July-2017 | 8.00AM To<br>9.00AM |
| 6     | MS POWERPOINT            | 3 Hours<br>27-July-2017 TO 30-July-2017 | 8.00AM To<br>9.00AM |
| 7     | Internet and Email       | 3 Hours<br>02-Aug-2017 TO 05-Aug-2017   | 8.00AM To<br>9.00AM |
| 8     | Kannada Nudi             | 2 Hours<br>6-Aug-2017 TO 07-Aug-2017    | 8.00AM To<br>9.00AM |
| 9     | Computer Typing Practise | 3 Hours<br>8-Aug-2017 TO 15-Aug-2017    | 8.00AM To<br>9.00AM |

(Principal)

Sri Adichunchanagiri College  
of Arts & Commerce, Nagamangala  
**PRINCIPAL**

Sri Adichunchanagiri College  
of Arts and Commerce  
Nagamangala-571 432, Mandya Dist

(Centre Head)

SKIT Computer Education Centre  
Nagamangala

# SKIT COMPUTER EDUCATION CENTRE



**NAGAMANGALA  
SRI ADICHUNGANAGIRI COLLEGE OF ARTS AND COMMERCE  
TB EXTENSION NAGAMANGALA MANDYA DIST**

## CERTIFICATE



Roll No. **MSO-125-2017-2018**

This is to Certify that

Sri / Smt **Sushma H S**

has Successfully Completed the Course in

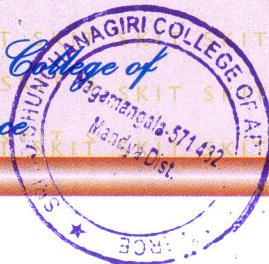
**MS Office Application Full Course** with **'A'** Grade

from **02-July-2017** to **08-Aug-2017**

Grading System : "A" = 75% & above "B"=65% - 74%, "C"=55% - 64%  
"D"=40%-54%

*[Signature]*  
Principal

Sri Adichunchanagiri College of  
Arts and Commerce



*[Signature]*  
Center Head

SKIT Computer Center





# SKIT Computer Centre

Opp. Mini Vidhana Soudha, Mandya Circle, Nagamangala  
Ph: 9480067691 /9844117146



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**Sri Adichunchanagiri College of Arts & Commerce**  
TB Extension, Nagamangala-571432

## MS Office Full Course

**Batch : From: 02-07-2017 to 15-08-2017 (Duration: 30 Hours)**

### Participated Students List

| Sl. No | Name            | Signature      |
|--------|-----------------|----------------|
| 1      | DEEPU S         | Deepu S.       |
| 2      | DHANARAJA K S   | Dhanaraja. K S |
| 3      | DIVYA C N       | Divya.CN       |
| 4      | RAKESH S N      | Rakesh.S.N.    |
| 5      | RANJITHA K K    | Ranjitha..     |
| 6      | SANTHOSHA S K   | Santhosha.S.K. |
| 7      | SHILPA G R      | Shilpa.G.R.    |
| 8      | SHRUTHI K       | Shruthi K      |
| 9      | VINUTHA S N     | Vinutha        |
| 10     | CHARAN J M      | Charan.J.M     |
| 11     | DEEPU S         | Deepu.S        |
| 12     | HARSHITHA A V   | Harshitha      |
| 13     | JYOTHI B M      | Jyothi.B.M     |
| 14     | PAVAN KUMAR D B | Pavankumar D.B |

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### Participated Students List


| Sl. No | Name           | Signature    |
|--------|----------------|--------------|
| 15     | CHITHRA E P    | Chitra       |
| 16     | RAKSHITHA K N  | Rakshitha    |
| 17     | SUSHMA H S     | Sushma H.S.  |
| 18     | KISHOR R       | Kishor R     |
| 19     | MAMATHA K S    | Mamatha K.S. |
| 20     | NISHA C        | Nisha C      |
| 21     | SINDHU M S     | Sindhu       |
| 22     | SUDHAKARA      | Sudhakara    |
| 23     | BHAVYA K       | BK           |
| 24     | KAVYA H R      | Kavya        |
| 25     | SUSHMARANI C   | Sushmarani   |
| 26     | SWAMY GOWDA R  | Swamy Gowda  |
| 27     | SWATHI D R     | Swathi D.R.  |
| 28     | ARUNA B R      | Aruna B.R.   |
| 29     | ASHA           | Asha         |
| 30     | ANNAPOORNA B K | Anna Poorna  |
| 31     | ANU R          | Anu R        |
| 32     | DARSHAN G L    | Darshan G.L. |
| 33     | DEEKSHITHA R   | Deekshitha R |



## MS Office Full Course

Batch : From: 02-07-2017 to 15-08-2017 (Duration: 30 Hours)

### Participated Students List

| Sl. No | Name            | Signature  |
|--------|-----------------|--|
| 34     | DIVYASHREE      | Divyashree   |
| 35     | DORESWAMY C S   |  |
| 36     | GIREESH G T     | Gireesh  |
| 37     | MEGHANA S       | Meghana S.   |
| 38     | MOHANAKUMAR G M | Mohankumar   |
| 39     | MONIKA L        | Monika. L.   |
| 40     | SHOBHA K L      | Shobha   |
| 41     | NANDEEPA        | NandeePa   |
| 42     | NAVYA B R       | Navya B.R  |