MS OFFICE FULL COURSE

Course Overview

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

Entry Requirement	: Beginners of MS Office
Course Duration	: 30hrs.
Mode of Training	: 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

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

Converting text to smart art**Module 28: 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

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 10-Aug-2018 TO 15-Aug-2018	8.00AM To 9.00AM
2	COMPUTER BASICS	4 Hours 08-Aug-2018 TO 11-Aug-2018	8.00AM To 9.00AM
3	MS WINDOWS,	4 Hours 12-Aug-2018 To 17-Aug-2018	8.00AM To 9.00AM
4	MS WORD	4 Hours 18-Aug-2018 To 21-Aug-2018	8.00AM To 9.00AM
5	MS EXCEL	4 Hours 22-Aug-2018 TO 26-Aug-2018	8.00AM To 9.00AM
6	MS POWERPOINT	3 Hours 27-Aug-2018 TO 30-Aug-2018	8.00AM To 9.00AM
7	Internet and Email	3 Hours 01-Sep-2018 TO 09-Sep-2018	8.00AM To 9.00AM
8	Kannada Nudi	2 Hours 8-Sep-2018 TO 09-Sep-2018	8.00AM To 9.00AM
9	Computer Typing Practise	3 Hours 7-Sep-2018 TO 18-Sep-2018	8.00AM To 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

SK

NAGAMANGALA
SRI ADICHUNCHANAGIRI COLLEGE OF ARTS AND COMMERCE
TB EXTENSION NAGAMANGALA MANDYA DIST

CERTIFICATE

Roll No. **MSO-204-2018-2019**

This is to Certify that

Sri / Smt ....**Prajwal D R**...

has Successfully Completed the Course in

......**MS Office Applicaton Full Course**......with..**'A'**..Grade

from ......**10-Aug-2018**......to ......**18-Sep-2018**......

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

Principal
Sri Adichunchanagiri College of
Arts and Commerce

Center Head
SKIT Computer Center

SKIT Computer Centre

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

&

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

MS Office Full Course

Batch : From: 10-08-2018 to 18-09-2018 (Duration: 30 Hours)

Participated Students List

Sl. No	Name	Signature
1	HARSHITHA N S	Harshitha N. S.
2	HARSHITHGOWDA R	Harshithgowda. R
3	HEMALATHA D T	Hemalatha DT
4	PRAJWAL D R	Prajwal . D.R
5	PRASHANTH M S	Prashanth MS
6	PREETHI B K	preethi. B. K.
7	RAVIKUMARA S K	Ravikumara. S K
8	ROOPA B S	Roopa
9	SHILPA C D	Shilpa CD
10	SHILPA K J	Shilpa. K. J.
11	AKSHATHA K C	Akshatha. K.C.
12	AMRUTHA B C	Amrutha. D.C.
13	DARSHAN G L	Darshan. G.L
14	DEEKSHITHA R	Deekshitha. R.

MS Office Full Course

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Participated Students List

Sl. No	Name	Signature
15	LOKESHA S M	
16	MADHU S R	
17	MAHADEVAPPA	
18	MAHALAKSHMI D C	
19	KUSUMA M N	
20	LAKSHMIKANTH D C	
21	LAVANYA B R	
22	MEGHANA M C	
23	NAGARAJA S G	
24	NAYANA B P	
25	NINGAMMA V E	
26	NISCHITHA M J	
27	PRAMODA N	
28	RAMYA T J	
29	RIZWANKHAN P	
30	ROJA T G	
31	SANIYA BANU	
32	BHAVYA N K	
33	BHOOMIKA G K	

MS Office Full Course

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Participated Students List

Sl. No	Name	Signature
34	LOKESHA G M	
35	MANJUNATHA B A	
36	NAVYA S	
37	REVANNA N P	
38	SHARATHKUMAR B	
39	SHIVARAJU K L	
40	SNEHA D M	
41	SOUMYA D	
42	MADHUSHREE M R	
43	MEGHA C	
44	NARGISH BANU	
45	PADMINI K	
46	SIDDESHA Y M	
47	SUMATHI C	
48	DARSHAN M	

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