

PROGRAMME TITLE

Computer Skills – MS Office, Basics of Internet

YEAR OF INTRODUCTION

2015

ABOUT CERTIFICATE COURSE

MS Office 2007 will provide the programs- Word, Excel, Powerpoint

MS Word

This comprehensive course teaches the most basic features as well as focuses on the more advanced tools that all students will find useful. Additionally, this course introduces new features exclusive to MS Word 2007, as well as includes detailed instructions on how to use them.

MS Powerpoint

Microsoft PowerPoint is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia.

MS Excel

Microsoft Excel 2007 is Microsoft's latest version of its very popular business productivity application for the management and manipulation of data. With the right training and understanding of Excel 2007, businesses and individual users can unlock the world of opportunities that this powerful business application offers.

Basics of Internet

To create, attach and send a mail, usage of search engines to gather information.

CONTENTS OF THE PROGRAM

MS Word

1. Getting Started
2. Working with Documents
3. Customize the Word Environment
4. Editing a Document
5. Formatting Text

6. Formatting Paragraphs
7. Styles
8. Adding Tables
9. Symbols and Special Characters
10. Page Foerformatting
11. Mail Merge
12. Creating an Index

MS Powerpoint

1. Getting Started
2. Presentation
3. Working with Content
4. Formatting Text
5. Adding Content
6. Graphics
7. Tables
8. Charts
9. Slide effects
10. Printing

MS Excel

1. Start the MS Excel
2. Create a Workbook
3. Modifying a Worksheet
4. Format Worksheets
5. Manipulating Data
6. Excel Formulas and Functions
7. Working with Graphs and Charts
8. Use of Macro
9. Sorting and Querying Data
10. Page Properties and Printing
11. Functions

Basics of Internet

1. Using a Web Browser
2. Downloading files
3. E-mail: Sending, Replying, Attachments, and Printing

PROGRAMME OUTCOME

By the end of this course, students will be able to

- ❖ Demonstrate basic knowledge navigating the Word Ribbon Interface. Demonstrate the basic mechanics of creating Word documents for office use. Demonstrate introductory formatting techniques and presentation styles. Demonstrate working knowledge of producing a mail merge.
- ❖ Create and design a spreadsheet for general office use. Demonstrate the basic mechanics and navigation of an Excel spreadsheet. Demonstrate formatting techniques and presentation styles. Demonstrate the use of basic functions and formulas.
- ❖ Demonstrate the basic mechanics of creating a PowerPoint presentation. Demonstrate introductory formatting techniques and presentation styles. Demonstrate working knowledge of using clip art to enhance ideas and information in a Powerpoint presentation. Demonstrate working knowledge of integrating information from other Microsoft programs into a Powerpoint presentation.

SCHEDULE OF PROGRAM HOURS

30 Hours

PERSON INCHARGE

Name L.V.K.S. JYOTHSNA
Address A. T. Agraharam, Guntur.
E-mail rvksjyothsna@gmail.com
Mobile No 9985578953