

# CERTIFICATE COURSE IN OFFICE AUTOMATION (MS-OFFICE)

## Objective:

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

## Syllabus

### Expected Job Roles:

- Data Operator
- Office Assistant
- Entry Level Operator

### Duration:

80 Hours - (Theory: 25 hrs + Practical: 55 hrs)

### Eligibility:

10th Pass

## Detailed Syllabus and Learning Outcome:

### 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

- 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
- 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
- Finish & Merge options

#### Module 9: Sharing and Maintaining Document

- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates

#### 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,
- 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: 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 18: Use Macros to Automate Tasks**

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

### **Module 19: 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 20: Setting Up PowerPoint Environment:**

#### **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 21: 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 22: Working with bullets and numbering**

- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

### **Module 23: 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 24: Hyperlinks and Action Buttons**

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

### **Module 25: Working With Movies and Sounds**

- Inserting Movie From a Computer File
- Inserting Audio file

- Audio Video playback and format options
- Video options, Adjust options

#### **Module 26: Using SmartArt and Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
- Converting text to smart art

#### **Module 27: 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 28: Using slide Master**

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

#### **Module 29: Slide show option**

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

#### **Module 30: 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.

*3 minutes  
Converner - ICT cell*