

Subject Code	Subject	Syllabus
C14- 02	Ms- Office 2000/ XP	INTRODUCTION TO MS OFFICE-2000/ XP: What is Windows, What is suite of Software, Selecting in Office Programs, Using Tools and Menus, Working in Documents, Cutting, Copying, and pasting, Saving a Document, Getting Help, Advantages of Word Processing under Windows, Various Word Processors available under Windows
	Introduction to MS Word-2000/ XP	<p>Opening a New Document, Opening an Existing Document, Recently opened files, Opening from the Documents menu, Exporting and Importing Files, Setting Up Your Pages, Choosing page Size and Orientation, Changing page Size, Changing Orientation, Setting Margins, Centering Page, Controlling Page Breaks, Typing in the Document, Inserting Today's Date, Moving Around in the Document, Creating Sections, Inserting a Section break, Formatting a Section, Viewing Sections, Using Columns, Numbering Pages, On Your Own, Saving a File, Quitting Word</p> <p>Formatting Text: Formatting Characters, Choosing Fonts, Enhancing Text Appearance, Inserting Special Characters, Changing Character Spacing, Formatting Paragraphs, Aligning Paragraphs, Indenting Paragraph, Setting Tabs, Changing Line Spacing, Adding Borders and Shading, Creating a Bulleted List, Creating a Numbered List, On Your Own, Selecting Styles, Selecting Text, Deleting Text, Correcting Mistakes, Using Undo, Using Rado, Using Auto Correct, Moving Text, Using Menu Commands to Move Text, Using Drag-and-Drop Editing, Copying text, Checking Your Document, Finding and Replacing Text, Finding Text, Replacing Text, Checking Your Spelling, Checking Your Grammar, Looking Up Words in the Thesaurus, Inserting a Picture from the Clip Art Gallery, Inserting a Picture, Adding a Border</p> <p>Working with Tables and Graphics: Use a Wizard to help create and format a table, Enter and edit data in a table, Add borders and shading to a table, Convert a table to text, Add clip art to a document, Using Wizard to Create and Format a Table, Starting the Table Wizard, Using Table Auto Format, Entering Data into a Table, Moving Around in the Table, Entering Text, Working with Columns and Rows, Inserting and Selecting Columns and Rows, Deleting Columns and Rows, Inserting Columns and Rows, Changing Cell Height, Adding Borders and Shading, Applying Shading, Converting Text into a Table</p> <p>Mail Merge: What is a Mail Merge?, Setting up the mail merge, Creating a main document, Building the data source, Placing the merge fields</p> <p>Templates, Wizards and Printing Techniques: Understanding Templates, Using Templates, Using Wizards</p> <p>Printing Techniques: Viewing the Document before Printing, Viewing the Document before Printing, Changing to Print Preview, Using Print Preview, Printing Your Document, Creating Headers and Footers: Adding Footnotes and Endnotes</p>
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	MS EXCEL-2000/ XP	<p>INTRODUCTION TO EXCEL: Introduction to spreadsheets, Introduction to excel, File management in excel, Create a new workbook, Moving around in the worksheet, Entering data, Check spelling or automatically correct spelling errors, Selecting cells, Autofill feature of excel, Quick data entry, Autosum facility of excel, Autoformat in excel, Quick movement</p> <p>FORMATTING: Changing column width, Modifying row height, Changing font, size and style, Changing allignment of text, Wrapping of text, Vertical alignment of cells, Special formatting, Conditional formatting</p> <p>ADDING FORMULATE AND FUNCTIONS: About formulae, Adding a formula in cell, Copying of formula, About functions, Adding a function, Copying of functions, Discussion of some useful functions</p> <p>LARGE DATABASES: Create list, Editing records with data form, Data validation, Performance analysis, Annotating worksheet, Re-orienting worksheet, Pivot tables, Special facilities of wizard</p> <p>ADDITIONAL FACILITIES TO FORMAT DATA: Inserting rows and columns, Giving quarterly subtotals, Hide and</p>