

Subject Code	Subject	Syllabus	Total Duration(Hrs)	Theory (Hrs)	Practical (Hrs)
C15-02	Ms- Office 2010	INTRODUCTION TO MS OFFICE: 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	01	01	
	Introduction to MS Word	<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>	19	04	15

		<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>			
	MS EXCEL	<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, Auto fill feature of excel, Quick data entry, Autosum facility of excel, Auto format in excel, Quick movement</p> <p>FORMATTING: Changing column width, Modifying row height, Changing font, size and style, Changing alignment of text, Wrapping of text, Vertical alignment of cells, Special formatting, Conditional formatting</p> <p>ADDING FORMULAE 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, Performing what if 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 unhide, Grouping and outline, Sorting, Filtering of data, Adding subtotals</p> <p>CHARTS AND MAPS: Chart, Move, resize and delete the chart, Change the chart type, Add new data to a chart, Updating chart items, Formatting patterns, texture and colors of bars, Creating a picture graph, Background, Trend lines in charts, Maps, Update the map, Format the map items</p> <p>WORK WITH MULTIPLE WORKSHEETS: Switching between worksheets, Move or copy data from one worksheet to another, Insert a new worksheet, Reference to cells of other worksheet, Giving workbook name in the address, Renaming a worksheet, Moving a worksheet, Copying the worksheet, Deleting a worksheet</p> <p>PRINTING IN EXCEL: Giving header and footer, Putting company name in the header, Giving the footer, Setting up the page, Insert a page break, Previewing the worksheet, Printing of the worksheet</p>	25	10	15

		IMPORTING AND EXPORTING OF DATA: Introduction to import and export of data, Importing and exporting data between excel and other, Office applications, View or save files from other programs as excel, Workbooks, Ways to retrieve data from an external database, Exchange data between excel and microsoft access			
	MS Power Point	<p>Introduction, Applications of Power Point, File Management in Power Point, Starting of Power Point, Create the First Slide, Creating a New Slide, View the Presentation, Saving a Presentation, Close the Presentation, Create a New Presentation, Close Power Point, Changing Views</p> <p>Add Text and other Objects to Slides: Enter Text, Edit Text, Format Text, Create Objects, Format the Objects, Grouping of objects, Add Clip Art, Create a Table, Add a Chart, Add Organization Chart</p> <p>Templates and Master Slides: Changing the Color Schemes, Background settings of Slides, Concept of Master Slides, Adding Header and Footer, Applying a Readymade Design, Recorder of Slides</p> <p>Giving Animation effects: Introduction to Animation Effects, Giving Build Effects, Customize Build Effects, Giving Transition Effects, Adding Transitions to a Slide</p> <p>Links and Action buttons: Import a Word Document, Create Macros, Create Action buttons, Create Hyperlinks,</p> <p>Tuning up of Presentation: Introduction, Create a Presentation with Auto Content wizard, Performing a Rehearsal, Creating Custom Slide Show, Printing of Presentation, Pack and Go wizard</p>	10	05	05
		Total	55	20	35