

DEPARTMENT OF ELECTRONICS & COMPUTER MAINTENANCE

UC COLLEGE, ALUVA

**Value Added Course: Basics of MS Office**

Syllabus

**Module 1**

**10 hrs**

**MS Word**

Creating, editing, saving and printing text documents. Font/paragraph/character formatting. Inserting tables/smart art/page breaks. Use of lists and styles. Working with images. Spelling and Grammar checking. Mail merge.

**Module 2**

**10 hrs**

**MS Excel**

Creating ,editing, saving and printing of spread sheets. Working with functions and formulas. Graphical representation of data-charts/graphs. Speeding data entry-using data forms. Formatting worksheets. Securing and protecting spread sheets.

**Module 3**

**10 hrs**

**MS Power Point**

Opening ,viewing,creating and printing slides. Applying auto layouts. Adding custom animation. Use of slide transitions. Graphical representation of data-graphs/charts. Creating professional slides for presentation.