

**MS OFFICE 2021**

		Name :		Course :		Mob No.	
		IMS NO. :	Admission Date :		Start Date :		End Date :
SR NO	DATE	TOPICS NAME	DAYS REQUIRED	STUDENT SIGN	FACULTY SIGN		
1		BASIC APPLICATION					
2		PAINT	1				
3		NOTEPAD	1				
4		WORDPAD	1				
5		MS WORD					
6		HOME TAB	1				
7		INSERT TAB	2				
8		DESIGN TAB	1				
9		PAGE LAYOUT TAB	1				
10		REFERENCES TAB	1				
11		MAILINGS TAB	1				
12		REVIEW TAB	1				
13		VIEW TAB	1				
14		MS EXCEL					
15		INTRODUCTION OF MS EXCEL AND FORMULS (TOTAL, AVERAGE, MAX,MIN,UPPER,LOWER, PROPER,COUNT, GRADE, Etc....)	2				
16		HOME TAB	1				
17		INSERT TAB	1				
18		PAGE LAYOUT TAB	1				
19		FORMULAS TAB	1				
20		DATA TAB	1				
21		REVIEW TAB	1				
22		VIEW TAB	1				
23		MS POWER POINT					
24		HOME TAB	1				
25		INSERT TAB	1				
26		DESIGN TAB	1				
27		TRANSITIONS TAB	1				
28		ANIMATIONS TAB	1				
29		SLIDE SHOW TAB	1				
30		REVIEW TAB	1				
31		VIEW TAB	1				
32		INTERNET & OUTLOOK	3				
33		BASIC HARDWARE	3				

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SR NO	DATE	TOPICS NAME	DAYS REQUIRED	STUDENT SIGN	FACULTY SIGN
34		FINAL EXAM			