


MS OFFICE

		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		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			
34		FINAL EXAM					