**Microsoft Word:**

Common for all MS WINDOWS, COMPUTER BASICS

Computer Basic, Creating Folder, Paint

Directories, input units, Output unit

Central Processing Units,

What is hardware, what is Soft ware

Windows shortcut keys

INTERNET & E-MAIL (Common for all)

· What is Internet?, Receiving Incoming Messages

· Sending Outgoing Messages, Email addressing

· Email attachments, Browsing, Search engines

· Text chatting, Job Searching

· Downloading video and Music

· Uploading Video or Music, Voice chatting, Webcam Chatting etc.

· Introduction to Blogging, Facebook

MS WORD

Module 1: Text Basics

Typing the text, Alignment of text

Editing Text: Cut, Copy, Paste, Select All, Clear

Find & Replace

Module 2: Text Formatting and saving file

New, Open, Close, Save, Save As

Formatting Text: Font Size, Font Style

Font Color, Use the Bold, Italic, and Underline

Change the Text Case

Line spacing, Paragraph spacing

Shading text and paragraph

Working with Tabs and Indents

Module 3: Working with Objects

Shapes, Clipart and Picture, Word Art, Smart Art

Columns and Orderings - To Add Columns to a

Document

Change the Order of Objects

Page Number, Date & Time

Inserting Text boxes

Inserting Word art

Inserting symbols

Inserting Chart

Module 4: Header & Footers

Inserting custom Header and Footer

Inserting objects in the header and footer

Add a section break to a document

Module 5: Working with bullets and

numbered lists

Multilevel numbering and Bulleting

Creating List

Customizing List style

Page bordering

Page background

Module 6: Tables

Working with Tables, Table Formatting

Table Styles

Alignment option

Merge and split option

Module 7: Styles and Content

Using Build-in Styles, Modifying Styles

Creating Styles, Creating a list style

Table of contents and references

Adding internal references

Adding a Footnote

Adding Endnote

Module 8: Merging Documents

Typing new address list

Importing address list from Excel file

Write and insert field

Merging with outlook contact

Preview Result

Merging to envelopes

Merging to label

Setting rules for merges

Finish & Merge options

Module 9: Sharing and Maintaining

Document

Changing Word Options

Changing the Proofing Tools

Managing Templates

Restricting Document Access

Using Protected View

Working with Templates

Managing Templates

Understanding building blocks

Module 10: Proofing the document

Check Spelling As You Type.

Mark Grammar Errors As You Type.

Setting AutoCorrect Options

Module 11: Printing

Page Setup, Setting margins

Print Preview, Print

**Microsoft Excel**

Module 12: Introduction to Excel

· Introduction to Excel interface

· Understanding rows and columns, Naming Cells

· Working with excel workbook and sheets

Module 13:Formatting excel work book:

· New, Open, Close, Save, Save As

· Formatting Text: Font Size, Font Style

· Font Color, Use the Bold, Italic, and Underline

· Wrap text, Merge and Centre

· Currency, Accounting and other formats

· Modifying Columns, Rows & Cells

Module 14: Perform Calculations with Functions

· Creating Simple Formulas

· Setting up your own formula

· Date and Time Functions, Financial Functions

· Logical Functions, Lookup and Reference

· Functions Mathematical Functions

· Statistical Functions, Text Functions.

Module 15: Sort and Filter Data with Excel

· Sort and filtering data

· Using number filter, Text filter

· Custom filtering

· Removing filters from columns

· Conditional formatting

Module 16: Create Effective Charts to Present Data Visually

· Inserting Column, Pie chart etc.

· Create an effective chart with Chart Tool

· Design, Format, and Layout options

· Adding chart title

· Changing layouts

· Chart styles

· Editing chart data range

· Editing data series

· Changing chart

Module 17: Analyze Data Using PivotTables and Pivot Charts

· Understand PivotTables, Create a PivotTable

· Framework Using the PivotTable and PivotChart

· Create Pivot Chart from pivot Table.

· Inserting slicer

· Creating Calculated fields

Module 18: Protecting and Sharing the work book

· Protecting a workbook with a password

· Allow user to edit ranges

· Track changes

· Working with Comments

· Insert Excel Objects and Charts in Word Document and Power point Presentation.

Module 19: Use Macros to Automate Tasks

· Creating and Recording Macros

· Assigning Macros to the work sheets

· Saving Macro enabled workbook

Module 20: Proofing and Printing

· Page setup, Setting print area, Print titles

· Inserting custom Header and Footer

· Inserting objects in the header and footer

· Page Setup, Setting margins, Print Preview, Print

· Enable back ground error checking

· Setting AutoCorrect Options

| **MS POWERPOINT**    Module 21: Setting Up PowerPoint Environment:    · New, Open, Close, Save, Save As  · Typing the text, Alignment of text  · Formatting Text: Font Size, Font Style  · Font Color, Use the Bold, Italic, and Underline  · Cut, Copy, Paste, Select All, Clear text  · Find & Replace  · Working with Tabs and Indents  Module 22:Creating slides and applying themes  · Inserting new slide  · Changing layout of slides  · Duplicating slides  · Copying and pasting slide  · Applying themes to the slide layout  · Changing theme color  · Slide background  · Formatting slide background  · Using slide views    Module 23: Working with bullets and numbering    · Multilevel numbering and Bulleting  · Creating List  · Page bordering  · Page background  · Aligning text  · Text directions  · Columns option    Module 24: Working with Objects    · Shapes, Clipart and Picture, Word Art, Smart Art  · Change the Order of Objects  · Inserting slide header and footer  · Inserting Text boxes  · Inserting shapes, using quick styles  · Inserting Word art  · Inserting symbols  · Inserting Chart    Module 25: Hyperlinks and Action Buttons    · Inserting Hyperlinks and Action Buttons  · Edit Hyperlinks and Action Button  · Word Art and Shapes |
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| Module 26: Working With Movies and Sounds    · Inserting Movie From a Computer File  · Inserting Audio file  · Audio Video playback and format options  · Video options, Adjust options  · Reshaping and bordering Video    Module 27: Using SmartArt and Tables    · Working with Tables, Table Formatting  · Table Styles  · Alignment option  · Merge and split option  Converting text to smart artModule 28: Animation and Slide Transition    · Default Animation, Custom Animation  · Modify a Default or Custom Animation  · Reorder Animation Using Transitions  · Apply a Slide Transition, Modifying a  · Transition, Advancing to the Next Slide    Module 29: Using slide Master    · Using slide master  · Inserting layout option  · Creating custom layout  · Inserting place holders  · Formatting place holders | Module 30: Slide show option    · Start slide show  · Start show from the current slide  · Rehearse timing  · Creating custom slide show    Module 31: Proofing and Printing    · Check Spelling As You Type  · Setting AutoCorrect Options  · Save as video  · Save as JPEG files  · Save as PowerPoint Show file  · Print Preview, Print |
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