**Microsoft Office:**

**Common for all MS WINDOWS, COMPUTER BASICS**

Computer Basic, Creating Folder, Paint

Directories, input units, Output unit

Central Processing Units,

What is hard ware, what is Soft ware

Windows short cut 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 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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