

## **MS OFFICE AND APPLICATION SYLLABUS**

**Objective:** MS. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions;and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

### **MS WORD**

Text Basics, Text Formatting and saving file, Working with Objects, Header & Footers, Working with bullets and numbered lists, Tables, Styles and Content, Merging Documents, Sharing and Maintaining Document, Proofing the document, Printing.

### **MS EXCEL**

Introduction to Excel, Formatting excel work book, Perform Calculations with Functions, Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually, Analyze Data Using PivotTables and Pivot Charts, Protecting and Sharing the work book, Use Macros to Automate Tasks, Proofing and Printing.

### **MS POWERPOINT**

Setting Up PowerPoint Environment, Creating slides and applying themes, Working with bullets and numbering, Working with Objects, Hyperlinks and Action Buttons, Working With Movies and Sounds, Using SmartArt and Tables, Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing.