



Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune

Management Department

Name of the Course: Value Added Certificate Course in MS Office

Eligibility: HSC

Duration: 36hours (3 weeks except Sundays)

Fees: - No fees taken from students

Number of students:70- 80

Objectives of the Course:

1. To make students conversant with the basic computer handling skills
2. To enable the students to operate MS word, MS Excel, Power point and Internet.
3. To learn how to prepare professional PPT presentations & formal office documents and analyse the data.

Syllabus:

E-mail <ul style="list-style-type: none">• E-mail Account opening, Composing E-mail, Forward, Reply, Attach, To, CC, BCC, and Signature.
Internet <ul style="list-style-type: none">• Website Browsing• Google Search – Website, Images, Drive
Microsoft Word <ul style="list-style-type: none">• Intro to Word• Typing – Font Editing, Line Spacing, Paragraph, Bullets, Numbering, Heading Styles, Indenting, Format Printer• Spell check and grammar• Printing – Converting to PDF, Current Page, Fit saving• Page Layout – Margins, Orientation, Size, Columns, Watermark, Page colours, Page Borders, Cover page.• Tables, Clipart, Shapes, Smart Art, Header, Footer, Text Box, Word Art (Types and Insert)<ol style="list-style-type: none">1. Table formatting – Borders, Shading, Split Cell, Merge Cell, Inserting Deleting Rows, Height and Width2. Clip Art – Formatting, Text Wrapping, Rotating, Cropping3. Header and Footer – Editing, Page Number• Making Table of Contents, Bibliography
Microsoft Power Point <ul style="list-style-type: none">• Introduction to Power Point• New Slide, Slide Layout, Duplicate Slide, Text Formatting• Slide Design – Templates, Background, Colour Combinations, Fonts, Shape Fill, Text Slide• Animations – Slide Transitions, Custom Animation (Different Types, Transition Sound)• Slide Shows, Timings, Custom Show

<ul style="list-style-type: none"> • Printing – Handout view, Note view
Microsoft Excel <ul style="list-style-type: none"> • Introduction to Excel • Inserting Data, Font Formatting, Alignment, Split, Merge, Wrap Text • Print Titles, Repeat Rows, Columns • Freeze Panes, Table Formatting, Page Break Preview, Show & Hide, Inserting Comments • Creating Charts – Types, Data Labels, Legends, Gridlines, Formatting • Formulas – Sum, Average, If, Count, Date, Round Up, Changing Cell Type(Text, Number, Colour, Decimals) • Sort and Filter – Ascending, Descending, Number and Colour

Course Outcomes:

Students should be able to work on

- 1. Power point presentations on different topics**
- 2. Data Analysis that can used by students for different purposes**
- 3. Official documents like resume, letters etc**

Dr. Shweta Bapat
Course Coordinator

Dr. Ashok Agrawal
Principal