

Dr. BHIMRAO AMBEDKAR UNIVERSITY, AGRA

Dau Dayal Institute of Vocational Education

VALUE ADDED COURSE

Course Name: MS Word and Excel

Duration: 30 Hrs.

Course Objectives

- Enhancing my ability to manage both small and large datasets effectively.
- Boosting my employability prospects.
- Becoming a valuable employee through advanced Excel proficiency.

SYLLABUS

| Module | Contents | Time (Hrs.) |
|-------------------|--|-------------|
| Module I | INTRODUCTION TO WINDOWS AND MS OFFICE Main Parts of the Computer Operating System. Application Software. Windows. Log on off & Shutdown Procedure. Password Changes, Lock this computer Facility. Introduction to MS Office, different applications in MS Office. | 7 |
| Module II | MS WORD: Introduction. Creating & Saving a Document Save as command. Page set up. Scrolling through a Document, Office Button. Closing a Document. Home Tab Cut, Copy and Paste. Applying Font Styles. Change Case, Line Spacing, Paragraph Formatting. Bullets and Numbering, Find and Replace Zoom Control, etc. Insert Tab, Reference Tab, Mailings Tab, Review Tab, Hyperlink, Bookmark and Printing Documents, Save as in different Formats, Keyboard Shortcuts. | 12 |
| Module III | MS EXCEL: Introduction - Starting Excel, Introducing the Concepts of Work Sheets and Work Book, Sheet Tabs Objects, Freezing Panes. Page Setup. Print Area. Printing Worksheet & Charts, Keyboard Shortcuts; Rows, Columns and Cells, Formula Bar, Formatting Columns and Rows, Changing the Font Size and Alignment. Moving between Cells, Enter Key Directions. Auto Filling to Enter Data Series, Changing Text Wrap, Vertical Alignment and Orientation of Cell Entries. Merging Cells. Entering Values in a Table, Using Border and Colour, Number Formatting, Using Simple Formulas, Auto Sum, copying with Fill Handle, Using Reference Operators (Range. Union), Header and Footer. Inserting Symbols, etc. Using Functions Commonly Used Simple Functions, Creating Charts, Editing a Chart. Filtering Data, Get External Data, Goal Seek. Conditional Formatting, Data Validation, and Subtotals Hide and Protect Sheet, Book, Cells, Inserting Pictures and objects. | 11 |