

# SYLLABUS

## CERTIFICATE COURSE IN MS-OFFICE

1. INTRODUCTION TO COMPUTERS
2. WINDOWS 7, 8

### MS-WORD (WORD – 2010)

1. INTRODUCTION TO WINDOWS
2. WORD AS AN EDITOR
  - a. HOME MENU
  - b. INSERT MENU
  - c. PAGE LAYOUT
  - d. REFERANCES MENU
  - e. MAILING MENU
  - f. VIEW MENU
  - g. PRINTING USING WORD

### MS-EXCEL (EXCEL-2010)

1. INTRODUCTION TO WINDOWS
2. EXCEL AS AN SPREADSHEET
  - a. HOME MENU
  - b. INSERT MENU
  - c. PAGE LAYOUT
  - d. FORMULAS MENU
  - e. DATA MENU
  - f. REVIEW MENU
  - g. VIEW MENU
  - h. PRINTING IN EXCEL
- h. PRINTING IN EXCEL

### POWERPOINT ( POWERPOINT-2010)

1. INTRODUCTION TO POWERPOINT
  - a. HOME MENU
  - b. INSERT MENU
  - c. DESIGN MENU

- d. TRANSITIONS MENU
- e. ANIMATION MENU
- f. SLIDE SHOW MENU
- g. VIEW MENU
- h. CONVERT THE PRESENTATION TO PDF