

# SYLLABUS

## CERTIFICATE COURSE IN 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

2. PRINTING IN EXCEL