



# **CERTIFICATE IN MS OFFICE**

**DURATION: 90 Hours**

**TOTAL CREDITS: 3**

## **COURSE SYLLABUS**

## Objective

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This course equips learners with essential skills in Microsoft Word, Excel, PowerPoint to enhance productivity and efficiency. Participants will learn to create documents, analyze data and design presentations. Upon completion, learners will be proficient in Microsoft Office tools and earn certification.

## Exit Profile

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- Understanding documents creation using Microsoft Office Word
- Understanding presentations creation using Microsoft Office Presentation
- Understanding spreadsheets creation using Microsoft Office Excel

## Career Path

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- Office Assistant
- Administrative Assistant
- Research Analyst
- Data Analyst

# Course Outline

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Course Name:	CERTIFICATE IN MS OFFICE	Duration:	90 H
Module	Topic	Dur.	Total Dur.
<b>Module - I</b>	Microsoft Office Word	30 H	90 H
	Microsoft Office Excel	30 H	
	Microsoft Office Presentation	30 H	

# Course in Detail

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## **MODULE - 1:**

### **Microsoft Word**

#### **Creating a Microsoft Word Document**

- Starting Microsoft Word
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

#### **The Ribbon**

- Introduction to Ribbon
- Tabs
- Commands

#### **The Backstage View**

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with AutoSaved Versions of Documents

#### **The Quick Access Toolbar**

- Adding Common Commands
- Adding Additional commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

#### **Formatting Microsoft Word Documents**

- Selecting Text
- Selecting Fonts
- Working with Fonts

- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins
- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

### **Editing Documents**

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard

### **Review and Collaborating on Documents**

- Adding Comments
- Tracking Changes
- Viewing Changes, Additions, and Comments
- Accepting and Rejecting Changes

### **Comparing and Combining Documents**

- Comparing Documents
- Combining Documents

### **Managing Mailings**

- Creating Envelopes and Labels
- Using Mail Merge

### **Protecting Documents**

- Making Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing

### **Finalizing Microsoft Word Documents**

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

### **Random Useful Items**

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go to Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security
- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility

# MICROSOFT OFFICE EXCEL

## Creating a Microsoft Excel Workbook

### Creating a Workbook

- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

### The Ribbon

- Tabs
- Groups
- Commands

### The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

### The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

- Customize the Quick Access Toolbar

## **Entering Data in Microsoft Excel Worksheets**

- Entering Text
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

## **Formatting Microsoft Excel Worksheets**

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colors and Themes
- Adding a Watermark
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

## **Using Formulas in Microsoft Excel**

- Math Operators and the Order of Operations
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions



- Relative, Absolute, and Mixed Cell References
- Working with Formulas

### **Working with Rows and Columns**

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns
- Setting Row Height and Column Width
- Hiding and unhiding Rows and Columns
- Freezing Panes
- Working with Rows and Columns

### **Editing Worksheets**

- Find
- Find and Replace
- Using Find and Replace
- Using the Clipboard
- Using Format Painter
- Managing Comments

### **Using Pivot Tables**

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

### **Finalizing Microsoft Excel Worksheets**

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers
- Preparing to Print

## **MICROSOFT OFFICE POWERPOINT**

### **Creating a PowerPoint Presentation**

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

### **The Ribbon**

- Introduction to Ribbon
- Tabs
- Groups
- Commands
- The Tell Me Tab

### **The Quick Access Toolbar**

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

## **The Backstage View (The File Menu)**

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint

## **Formatting Microsoft PowerPoint Presentations**

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides

## **Working with Images**

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images

- Adding Shapes
- Using Digital Ink
- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

### **Working with Tables and Charts**

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

### **Customizing Presentations**

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

### **Presentation Masters**

- Working with the Slide Master
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

## **Working with Special Effects**

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

## **Using SmartArt**

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

## **Setting Up the Slide Show**

- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

## **Outlines and Slides**

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic

## **Managing Multiple Presentations**

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

## **Sharing and Securing and Presentation**

- Sharing a Presentation with Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Sending a Presentation in PDF Format
- Compressing Pictures