



Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

CERTIFICATE COURSE SYLLABUS

ADVANCED MS OFFICE

Sree Narayana Mangalam College

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Certificate course on Advanced MS Office

Objectives of the Course:

- ✓ To know how to use the most common Microsoft office programs.
- ✓ To be able to create documents for printing and sharing.
- ✓ To be able to create and share presentations

Course Overview:

Microsoft office is a powerful suite of tools that can help professionals stay organized, collaborate with colleagues, and create professional documents. From creating reports and proposals to analyzing data in Excel to managing email and scheduling in Outlook, Microsoft has something for every professional. It helps to learn Microsoft Word from beginner to expert level. Learn to create a professional document template.

Duration of the course: 30 hours

Module-I

Word Processing Package:

MS-Word 2013- Introduction-Features- Word User Interface Elements- Creating New Documents- Basic Editing- Saving a Document-Printing a Document- Print Preview-Page Orientation Viewing Documents-Setting. Tabs- Page Margins- Indents- Ruler- Formatting Techniques Font Formatting-Paragraph Formatting- Page Setup- Headers &Footers-Bullets and Numbered List Borders and Shading- Find and Replace-Page Break Page Numbers-Mail Merging-Spelling and Grammar Checking- Thesaurus- Macros- Tables- SideBy-Side and Nested Tables- Formatting Tables- Drawing- Word art- Paint Brush

Module II

Spreadsheet Package:

MS -Excel 2013-Introduction-Excel User Inter face Working With Cell and Cell Addresses- Selecting a Range, Moving, Cutting, Copying With Paste-Inserting and Deleting Workbook- Cells- Freezing Renaming Cells- a Worksheet- Adding, Deleting Cell, Contents Height Selecting Using and Copying Borders- / Width-Formatting in Print a Worksheet Cell- Boxes Area-Margin Using and Colors- Within Print a Worksheet and Preview- Fonts- a Centering Orientation- Automatically- Aligning-Wrapping Preparing a Heading, Centering Worksheet Insert a and Worksheet- Comments- for Rotating Row/ the ColumnPrinter-UsingClearTextFormatting Options- Formatting Changing Header and Footer- Inserting Page Breaks- Sorting Data.

Module-III

Advanced Features of Excel:

All Functions in Excel- Using Logical FunctionsStatistical Functions- Mathematical Functions – Linking Data between WorksheetElements of Excel Charts-Categories- Create a Chart- Choosing Chart Type- Edit Chart Axis – Titles, Labels, Data Series and Legend- Adding a Text Box- Rotate Text in a Chart

Module-IV

Presentation Package:

Ms-Power Point 2013-

Advantages of Presentation-Screen Layout- Creating Presentation- Inserting Slides-Adding Sounds andVideos- Formatting Slides -Slide Layout Views in Presentation – Colour Scheme-Background Action Buttons- Slide Transition- Custom Animation- Managing Slide Shows – Using Pen Setting Slide Intervals. (12 Hours)

Suggested readings

- MS Office 2010 Training Guide by Prof. Satish Jain,
- M. Geetha: Complete guide for Step-by-Step Learning Quick and Easy Reference for learning MS Office 2010 Step-by-Step description of various commands Comprehensively covers all important features of MS Office 2010 in easy to understand manner Visual Approach to Learning MS Office 2010 Package ... Word 2010 Excel 2010 Access 2010 PowerPoint 2010 Outlook 2010 Index
- [Microsoft Office 2010 Introductory](#)
- [Gary B. Shelly, Misty E. Vermaat](#)
- NEW...NEVER OPENED! Still contains original shrink-wrap. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success.
- [New Perspectives Microsoft Office 365 & Office 2019 Introductory](#)
- [Patrick Carey, Katherine T. Pinard, Ann Shaffer, Mark Shellman](#)
- Develop the Microsoft Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTRODUCTORY.
- [A Complete Guide to Master Word, Excel and PowerPoint 365 for Beginners and Pro](#)
- Mastering Microsoft office 365 with ease by widening your understanding with this Powerful User Guide Microsoft office suite has been the only relevant tool for executing major office and home tasks, hardly will you witness any man that will wake up in the morning without thinking about one or more Microsoft office suites services he has to use for that day whether in the house or at the office,
- [J. Davidson](#); Microsoft Outlook 2019 is a software that is generally used as a personal organizer. This personal information manager can be bought as a part of the Microsoft Office Suite. Microsoft Outlook 2019 can also be purchased on its own. Most people who have been using this software over the years have been using it simply for only one of its purposes.