

S.N.M COLLEGE, MALIANKARA
MS WORD AND POWERPOINT PRESENTATION
SYLLABUS

Total : 36 hours

Module 1

Text Basics Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace

Module 2

Text Formatting and saving file New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indent

Module 3

Working with Objects Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings - To Add Columns to a Document Change the Order of Objects Page Number, Date & Time Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart

Module 4

Header & Footers Inserting custom Header and Footer Inserting objects in the header and footer Add section break to a document

Module 5

Setting Up PowerPoint Environment: New, Open, Close, Save, Save As Typing the text, Alignment of text Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Cut, Copy, Paste, Select All, Clear text Find & Replace Working with Tabs and Indents

Module 6

Creating slides and applying themes Inserting new slide Changing layout of slides Duplicating slides Copying and pasting slide Applying themes to the slide layout Changing theme color Slide background Formatting slide background Using slide views

References

1. Learn to use computer, MS Word, Powerpoint and Excel: First Edition (ziscom Book 1) Kindle Edition by Inderjeet Singh
2. Microsoft PowerPoint Guide for Success: Learn in a Guided Way to Create, Edit & Format Your Presentations Documents to Visual Explain Your Projects & ... Colleagues Big Four Consulting Firms Method by Kevin Pitch
3. Microsoft Powerpoint 2010 Paperback – 1 January 2017 by Bittu Kumar