



# Information Booklet

## Information Booklet

**Course Name:**  
**Certificate of MS Office Skill**  
**Course Code: B6**



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## Certificate of MS Office Skill

### 1. Introduction:

This course is designed to impart professional level IT knowledge to the people. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for various purposes like surfing the net, sending/ receiving emails, preparation of various documents, preparing business documents and presentations, preparing small databases, maintenance of accounts etc.

### 2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

### 3. Duration:

135 Hours. Two Hours each day

- Theory                                      30 hours
- Practical                                    105 hours

### 4. Course Details:

Type of course	Professional IT Course
Syllabus	<p><b>1. Introduction to Microsoft Office 2007:-</b>What is Microsoft Office, Starting Above Software, New Features of Microsoft Office 2007, Working with Various Constituents of Microsoft Office 2007, Using the Mouse, Common Keyboard Commands.</p> <p><b>2. Introduction to Microsoft Word 2007:-</b> Introduction to Word Processing, Some Important Terms of Word Processing, Things which can be done by Word Processing , Introduction to Microsoft Word 2007, Introduction to Microsoft Office Word 2007, Opening Screen of Microsoft Word Screen</p> <p><b>3. Customizing Microsoft Word 2007:-</b> Word 2007 as per Your Needs, Setting Options, Popular Options, Display Options, Printing Options, Proofing Options, Save Options , Advanced Options</p> <p><b>4. Creating a Document in Microsoft Word 2007:-</b> Working with Documents in Microsoft Word 2007 , Saving the File, Formatting the Text, Alignment of Text , Applying Fonts, Spell Checking</p> <p><b>5. Using Mail Merge in Microsoft Word 2007:-</b> Introduction</p> <p><b>6. Proofing Your Document in Microsoft Word 2007:-</b> Consulting Thesaurus, Assign Character Styles, Borders and Shading, Closing of the File, Save as Option, Printing Your Document, Editing the Document, Editing Tools, AutoCorrect, AutoFormat, Find and Replace, Find, Replace Text, Page</p>

Numbering, Header and Footer, Footnotes and Endnotes, Splitting Panes, Tiling of the Documents.

**7. Charts and Graphics in Microsoft Word 2007:-** Introduction, Insert Clip Art, Crop a Graphic, Sizing the Graphic, Wrap Text Around Graphics, Insert a Symbol, Insert a WordArt Object, Create a Drawing, Working with Charts, Create a Graph, Create a Chart from a Table, Modify a Chart

**8. Working with Tables in Microsoft Word 2007:-** Introduction Creating a Table, Entering Data in a Table, Aligning Data in a Table, Inserting Rows and Columns, Deleting Data from a Table, Borders and Shading, Converting Text to a Table, Sort Table Data, Creating Nested Tables, Calculations in a Table, Merging Cells, Drawing a More Complex Table.

**9. Working with Longer Documents:-** Introduction, Create a Table of Contents, Marking Text for Table of Contents, Create an Index, Using Bookmarks.

**10. Additional Commands of Microsoft Word 2007:-** Break, Insert, Bullets and Numbers, Change Case, Columns, Comment, Insert, Drop Cap, Envelopes and Labels, Full Screen, Macro, Paragraph, Protect Document, Tabs, Word Count, Zoom, Hyperlinks, Track Change, Section Breaks.

**11. Keyboard Shortcuts of Microsoft Word 2007:-**Quick Reference for Microsoft Office Word

**12. Questions**

**13. Project Work**

**14. Spreadsheet Basics:-**Introduction, Naming Convention, Sheets, Moving within a Sheet, Entering, Editing the Data, Selecting Cells, Moving, Copying Data, Drag and Drop Method, Inserting Rows and Columns, Inserting and Deleting Cells, Changing Width of a Column, Changing Height of a Row, Formatting Text, AutoFormat, Formatting Numbers, Adding Border to a Range, Formulae, Summing of a Row or Column, Sum Function Average Function, Using Function Wizard, Common Functions in Excel 2007

**15. Introduction to Microsoft Excel 2007:-** Introduction, What's New in Microsoft Excel 2007

**16. Creating a Spreadsheet in Microsoft Excel 2007:-** Creating a Worksheet in Excel 2007, Copying Formula.

**17. Advanced Techniques of Microsoft Excel 2007:-** Formulas that Make Decisions, Styles, Functions in Excel, Using Auto calculate, Sum, Average Function, Auditing a Workbook, Comments Inserting, Outlines, Worksheet Fitting on a Page, Goal Seeking, Scenarios Manager, Typing with AutoFill, Formatting Numbers and Labels, Adding and Deleting Rows and Columns, Inserting (and Removing) Page Breaks, Applying Themes, Add or Remove a Sheet Background, Convert Text to Columns, Protect Worksheet or Workbook Elements, Creating a Pivot Table Report, locking Fields.

**18. Working with Charts in Microsoft Excel 2007:-**Introduction to Charts, Creating & Modifying Charts in Excel, Using Predefined Chart Layouts and Chart Styles for a Professional Look, Adding Eye-catching Formatting to Charts,

Reusing Charts by Creating Chart Templates, Available Chart Types: Column Charts, Line Charts , Pie Charts, Bar Charts Area Charts, XY (Scatter) Charts, Stock Charts, Surface Charts, Doughnut Charts, Bubble Charts, Radar Charts, Create a Chart, Change the Chart Type of an Existing Chart, Create, Apply, or Remove a Chart Template, Save a Chart as a Chart Template, Apply a Chart Template, Remove or Delete a Chart Template, Display Hidden Data and Empty Cells in a Chart, Plot Data Series from Worksheet Rows or Columns, Change the Layout or Style of a Chart, Change the Layout of Chart Elements Manually, Change the Style of Chart Elements Manually, Save a Chart as a Chart Template, How to Apply a Chart Template, Format Chart Elements

**19. Validating Data in Microsoft Excel 2007:-**Prevent Invalid Data Entry in a Worksheet, Create a Drop-down List from a Range of Cells

**20. Accessing Web with Microsoft Excel 2007:-**Create or Remove a Hyperlink, Create a Hyperlink to a New File, Create a Hyperlink to an Existing File or Web Page, Create a Hyperlink to a Specific Location in a Workbook, Create a Custom Hyperlink by Using the HYPERLINK Function, Create a Hyperlink to an e-mail Address, Delete a Hyperlink, Copy or Move a Hyperlink, Change a Hyperlink, Change the Destination of a Hyperlink, Change the Appearance of Hyperlink Text, Change the Text or Graphic for a Hyperlink, Select a Hyperlink without Activating the Link

**21. Importing Data in Microsoft Excel 2007:-**Connect to (Import) External Data, Create, Edit, and Manage Connections to External Data, Learn about Data Connections, Manage Connections by Using the Workbook Connections Dialog Box  
Create an Office Data Connection (ODC) File, Import or Export Text Files, Connection Properties

**22. Functions in Microsoft Excel 2007:-** Database Functions

**23. Keyboard Shortcuts of Microsoft Excel 2007:-** Ctrl Combination Shortcut Keys, Function Keys, Other Useful Shortcut Keys, Keyboard Shortcuts for Using the Help Window, Keyboard Shortcuts for Microsoft Office Basics

**24. Introduction to Microsoft PowerPoint 2007:-** Introduction  
Starting PowerPoint, Creating Presentation from Template  
Creating a New Presentation, Saving Presentations, PowerPoint Views .

**25. Working on Slides in Microsoft PowerPoint 2007:-** Entering the Text, Moving the Text, Changing the Colour, Adding Graphics to a Slide, Reordering Slides, Duplicating Slides, Deleting Slides, Adding an Animated Cartoon to a Slide, Adding Slide Transitions, Adding Text Transitions, Viewing a Presentation

**26. Working on Slide Show in Microsoft PowerPoint 2007:-**  
Making Slide Shows, Hiding a Slide, Notes, Handouts and Masters for Presentation, Packing Presentations to Go, Inserting a New Slide, Replacing Text.

**27. Working with Charts in Microsoft PowerPoint 2007:-**  
Introduction, Available Chart Types, Column Charts, Line Charts  
Pie Charts, Bar Charts, Area Charts, XY (Scatter) Charts, Stock Charts, Surface Charts, Doughnut Charts, Bubble Charts,Radar Charts.

**28. Working with Organization Charts and Tables:-**

Introduction, Create an Organization Chart, Add a Shape to Your Organization Chart, Change the Hanging Layout of Your Organization Chart, Change the Colors of Your Organization Chart, Apply a SmartArt Style to Your Organization Chart, Add a Table, Copy a Table from Office Excel 2007 or Office Word 2007, Draw a Table, Insert a Table from Office Excel 2007, Apply or Change a Table Style.

**29. Deliver and Distribute Presentations:-** Copy a Presentation to a CD, Network, or Local Disk Drive, Install and Run PowerPoint Viewer, Share and Reuse PowerPoint 2007 Slide Content, File Formats that are Supported in PowerPoint 2007

**30. Keyboard Shortcuts of PowerPoint 2007:-** Keyboard shortcuts for PowerPoint 2007

**31. What's New in PowerPoint 2007:-**Introduction, Customize the Quick Access Toolbar, Enable support for Other File Formats, such as PDF and XPS, Introduction to New File Name Extensions and Office XML Formats, Create and Deliver Dynamic Presentations, XML for the Uninitiated.

**32. Questions**

**33. Project Work**

**5. Fee:**

Rs. 2,500 (exclusive of Service Tax).