



# Information Booklet

## Information Booklet

**Course Name:**  
**Diploma in MS Office and DTP**  
**Course Code: D1**



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## Diploma in MS Office & DTP

### 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:

260 Hours. Two Hours each day

- Theory                      50 hours
- Practical                    210 hours

### 4. Course Details:

Type of course	Professional IT Course
Syllabus	<p><b>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>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>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>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>Using Mail Merge in Microsoft Word 2007</b></p> <p><b>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,</p>

AutoCorrect, AutoFormat, Find and Replace, Find, Replace Text, Page Numbering, Header and Footer, Footnotes and Endnotes, Splitting Panes, Tiling of the Documents.

**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

**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.

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

**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.

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

**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

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

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

**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.

**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

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

**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

**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

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

**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

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

**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

**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.

**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.

**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.

**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

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

**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.

### **PAGEMAKER –**

**INTRODUCTION:-**Introduction to Desk Top Publishing, Introduction to Page Maker Advantages, Using the Mouse, Components of the Page Maker Window

**CREATING A NEW DOCUMENT:-** Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages, Aligning to Guidelines, Displaying Guidelines, Locking Guidelines, Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specifications : Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options, Saving Your Document: Saving a new Document, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version, Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text, Formatting paragraphs: Changing Indents, Changing the space around Paragraphs, Changing paragraph Alignment, How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs

**INTRODUCTION TO CREATING FRAMES:-**Converting Other Objects to Frames, Threading and Unthreading Text, Threading additional Text, Threading Text to Different Page, Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert, Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs.

Introduction to Auto Flow, page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.

**ADDING DESIGN ELEMENTS- INTRODUCTION:-**Adding Graphics to

your Document, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape specifications, Changing Line and fill, Specifications together (Fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing page maker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette, Importing Graphics into page maker: Placing, Sizing, aligning Graphics, Cropping Graphics.

**SETTING UP TEMPLATES:**-Setting Up Master page Templates, Creating Custom Page Sizes, Creating Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page, Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles.

**INTRODUCTION TO USING LAYERS:**-n- Layers Palette, Moving and creating objects, Introduction to Printing- Selecting a Printer, Printing your Document, printing Document Dialog Box Options

**ADDING COLOR:**-Introduction – Using Page Makers Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens

**DEVELOPING LONG DOCUMENTS:**-Introduction, Using Story Editor: Opening Story Editor, How the Story Editor names, TORIES, Switching between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editor

**SPELLINGS:**-Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, Using find Feature, Using the change Feature, Creating an Index, Using page Maker Help

### **PHOTOSHOP CS3-**

**Introduction to Photoshop CS3:**-Introduction, Starting Photoshop CS3, Minimum System Requirement, What's New in the Version CS3, Menu Commands, File Menu, Edit Menu, Image Menu, Layer Menu, Select Menu, Filter Menu, View Menu, Window Menu, Help Menu.

**Tools of Photoshop CS3:**-Introduction, Rectangular Marquees, Move Tool, Lasso Tool, Magic Wand Tool, Cropping Tool, Slice Tool, Airbrush Tool, Brush Tool, Clone Stamp Tool, History Brush Tool, Eraser Tool, Paint Bucket Tool, Blur and Sharpen Tool, Dodge Tool, Path component Selection Tool, Type Tool, Pen Tool, Rectangular Marquee Tool, Notes Tool, Eyedropper Tool, Hand Tool, Zoom Tool, Healing Brush Tool

**Using Paints and Colours in Photoshop CS3:**-Introduction, Colour tools, Colour picker, The Colour Palette, The Swatches Palette, Adding new colours, Saving Foreground as a Swatch, Blending Modes, Smudges, Focus Tool, The Toning Tools, Different Media, Watercolour, Oil Painting, Pencil Filters, Chalk and Charcoal Filters, Undetanding Colours, RGB Model, CYMK Model, HSB Model, CIE Lab, Working Models, Bitmap and Grayscale Mode, Indexed Colours

**Working with Masks and Layers in Photoshop CS3:**-Introduction, Layers, Creating a New layer, Hiding and showing of layers, Working with Multiple Layers

**Using Transformations in Photoshop CS3:**-Introduction, Resizing an image, Resizing a canvas, Resizing a Selection, Rotating, Transforming Image Manually

**Playing with Text in Photoshop CS3:**-Introduction, Layer Effect Working with Text Type, Creating Text to a Curve

**Working with Images in Photoshop CS3:**-Introduction, Combining two images, Restoring the Damaged Areas, Applying a Sepia Tone, Modifications of Pictures, Vignettes and Edges, Creating Edge Masks, Creative Vignette Edges

**Applying Special Effects in Photoshop CS3:**-Applying a Radial Blur, Adding Noise Texture, Creating Halftone pattern, Blending Modes, Applying Ripple Effect, Creating Lighting Effects

**Keyboard Shortcuts of Photoshop CS3**

**Project Work**

**5. Fee:**

Rs. 7000/- (exclusive of Service Tax).