


# Naipunnnya School of Management Cherthala



## Department of Computer Science and Applications

### ADD-CSA-07: Certificate in Microsoft Office

  
**Head of the Department**  
Dept of Computer Science and Applications  
NAIPUNNYA SCHOOL OF MANAGEMENT  
CHERTHALA



  
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NAIPUNNYA SCHOOL OF MANAGEMENT

## **ADD-CSA-07: Certificate in Microsoft Office (30 Hours)**

### **Aim**

To update and expand skills in MS Office software

### **Course Objective**

- To give functional knowledge in the field of MS Office software.
- To equip the students to meet the demands of the industry.
- To develop practical skills in document preparation, calculation and business presentation.

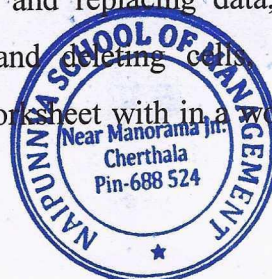
### **Syllabus**

**Module 1:** Word processing - Opening Microsoft Word, Word Adjusting, adding or deleting text, selecting blocks of text, copying text, moving text, search and replace, Saving, editing and designing a document, character formatting and style, page formatting – headers, footers, page numbers, bullets, margin settings and column, justifying of text, line spacing, tab settings, automating tasks, creating tables – entering text into tables, inserting rows and columns in the table, deleting a row and column from the table formatting the text in the table.

**Module 2:** Advanced uses of MS Word - Mail Merge – creating the main document, creating a mail merge document, modifying the records in the data source, merging the main document with the data, sending the merged document to the printer. Creating documents using templates – Adding and removing digital signatures in documents

**Module 3:** Microsoft PowerPoint - Introduction, creating presentations – using auto content wizard, using templates, using blank presentation, formatting background, adding sounds, slide show, slide sorter, setting animation, slide transaction, setting intervals, saving and printing presentations, adding and playing audio clips in presentations, creating hyperlinks in presentations, converting the presentations into a video clip (an overview only)

**Module 4:** Microsoft Excel - Excel user interface, starting with excel, working with cell and cell addresses, entering and editing data, finding and replacing data, selecting a range, moving, cutting, copying with paste, inserting and deleting cells, freezing cells, cell formatting options, adding, deleting and copying worksheet with in a workbook, renaming a





worksheet, Cell reference – relative, absolute - Elements 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, converting a chart on a web page, saving a chart

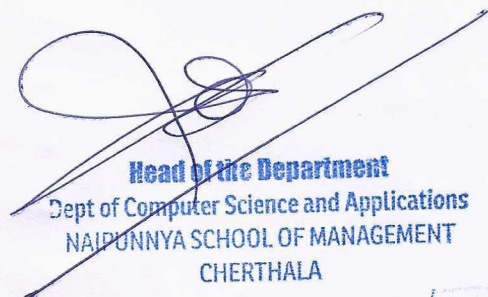
**Module 5:** Advanced uses of Microsoft Excel - Commonly used functions: – logical – AND, IF, NOT, OR, TRUE; statistical –AVERAGE, COUNT, COUNTIF, MAX, MIN; mathematical – PRODUCT, SQRT, SUM, SUMIF - Pivot tables -Macros in excel creating, adding and editing of macros, forms in excel.

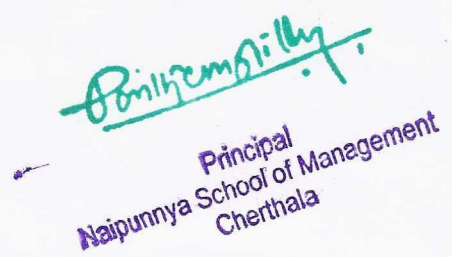
### Course Outcome

- Understanding the process of creating documents
- Manipulate data using data names and ranges, filters and sort, and validation lists
- Create slide presentations that include text, graphics, animation, and transitions.

### References

1. Mastering MS Office: Kumar Bittu
2. Microsoft Word 2016 Step By Step: Lambert Joan (Author)
3. Microsoft Office 365 & Office 2019 Introductory: Authors: Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, and Misty E. Vermaat

  
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