



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com



G-TEC VIRTUAL UNIVERSITY

MS OFFICE

MS OFFICE

DURATION: 40 HOURS

OBJECTIVE

A course for any novice, designed to enlighten you towards the world of IT.

EXIT PROFILE

- ✓ Able to operate computers with ease
- ✓ Use MS Office applications for Office automation
- ✓ Use Internet for basic requirements such as surfing and searching
- ✓ Create and use E-mails
- ✓ Increase employability and productivity

CAREER PATH

- ✓ IT Educator
- ✓ Office Assistant
- ✓ Office Secretary
- ✓ Data Entry Operator
- ✓ Document Specialist
- ✓ DTP Operator

FACULTY SKILL SET

- ✓ Knowledge in Windows & applications
- ✓ Knowledge in MS Office 2013/2016
- ✓ Knowledge in Computer Basic & MS DOS

HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System: Windows 7/8/10
- ✓ Minimum Memory: 1 GB
- ✓ Recommended Memory: 4 GB / 8 GB
- ✓ Minimum Disk Space: 160 GB
- ✓ Recommended Disk Space: 1 TB

COURSE OUTLINE

- ✓ Computer Basic & MS DOS
- ✓ Windows & Introduction to OS/GUI
- ✓ MS Office
- ✓ Internet & E-mail

PREREQUISITE FOR STUDENTS

- ✓ Basic knowledge in computer operations

MODULE IN DETAIL

MS OFFICE

(40 HRS)

MS WORD

Text Basics

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

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 Intends

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

Header & Footers

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

Working with bullets and numbered lists

- ✓ Multilevel numbering and Bulleting
- ✓ Creating List
- ✓ Customizing List style
- ✓ Page bordering
- ✓ Page background

Tables

- ✓ Working with Tables, Table Formatting
- ✓ Table Styles
- ✓ Alignment option
- ✓ Merge and split option

Styles and Content

- ✓ Using Build- in Styles, Modifying Styles
- ✓ Creating Styles, Creating a list style
- ✓ Table of contents and references

- ✓ Adding internal references
- ✓ Adding a Footnote
- ✓ Adding Endnote

Merging Documents

- ✓ Typing new address list
- ✓ Importing address list from Excel file
- ✓ Write and insert field
- ✓ Merging with outlook contact
- ✓ Preview Result
- ✓ Merging to envelopes
- ✓ Merging to label
- ✓ Setting rules for merges
- ✓ Finish & Merge options

Sharing and Maintaining Document

- ✓ Changing Word Options
- ✓ Changing the Proofing Tools
- ✓ Managing Templates
- ✓ Restricting Document Access
- ✓ Using Protected View
- ✓ Working with Templates
- ✓ Managing Templates
- ✓ Understanding building blocks

Proofing the document

- ✓ Check Spelling As You Type
- ✓ Mark Grammar Errors As You Type
- ✓ Setting AutoCorrect Options

Printing

- ✓ Page Setup, Setting margins, Print Preview, Print
- ✓ Print Preview, Print

MS EXCEL

Introduction to Excel

- ✓ Introduction to Excel interface
- ✓ Understanding rows and columns, Naming Cells
- ✓ Working with excel workbook and sheets

Formatting excel work book

- ✓ New, Open, Close, Save, Save As
- ✓ Formatting Text: Font Size, Font Style
- ✓ Font Color, Use the Bold, Italic, and Underline
- ✓ Wrap text, Merge and Centre
- ✓ Currency, Accounting and other formats
- ✓ Modifying Columns, Rows, & Cells

Perform Calculations with Functions

- ✓ Creating Simple Formulas

- ✓ Setting up your own formula
- ✓ Date and Time Functions, Financial Functions
- ✓ Logical Functions, Lookup and Reference
- ✓ Functions Mathematical Functions
- ✓ Statistical Functions, Text Functions

Sort and Filter Data with Excel

- ✓ Sort and filtering data
- ✓ Using number filter, Text filter
- ✓ Custom filtering
- ✓ Removing filters from columns
- ✓ Conditional formatting

Create Effective Charts to Present Data Visually

- ✓ Inserting Column, Pie chart etc
- ✓ Create an effective chart with Chart Tool
- ✓ Design, Format, and Layout options
- ✓ Adding chart title
- ✓ Changing layouts
- ✓ Chart styles
- ✓ Editing chart data range
- ✓ Editing data series
- ✓ Changing chart

Analyze Data Using PivotTables and Pivot Charts

- ✓ Understand PivotTables, Create a PivotTable
- ✓ Framework Using the PivotTable and PivotChart
- ✓ Create Pivot Chart from pivot Table
- ✓ Inserting slicer
- ✓ Creating Calculated fields

Protecting and Sharing the work book

- ✓ Protecting a workbook with a password
- ✓ Allow user to edit ranges
- ✓ Track changes
- ✓ Working with Comments
- ✓ Insert Excel Objects and Charts in Word Document and Power point Presentation

Use Macros to Automate Tasks

- ✓ Creating and Recording Macros
- ✓ Assigning Macros to the work sheets
- ✓ Saving Macro enabled workbook

proofing and Printing

- ✓ Page setup, Setting print area, Print titles
- ✓ Inserting custom Header and Footer
- ✓ Inserting objects in the header and footer
- ✓ Page Setup, Setting margins, Print Preview, Print
- ✓ Enable back ground error checking
- ✓ Setting AutoCorrect Options

MS POWERPOINT

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 Intends

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

Working with bullets and numbering

- ✓ Multilevel numbering and Bulleting
- ✓ Creating List
- ✓ Page bordering
- ✓ Page background
- ✓ Aligning text
- ✓ Text directions
- ✓ Columns option

Working with Objects

- ✓ Shapes, Clipart and Picture, Word Art, Smart Art
- ✓ Change the Order of Objects
- ✓ Inserting slide header and footer
- ✓ Inserting Text boxes
- ✓ Inserting shapes, using quick styles
- ✓ Inserting Word art
- ✓ Inserting symbols
- ✓ Inserting Chart

Hyperlinks and Action Buttons

- ✓ Inserting Hyperlinks and Action Buttons
- ✓ Edit Hyperlinks and Action Button
- ✓ Word Art and Shapes

Working with Movies and Sounds

- ✓ Inserting Movie From a Computer File
- ✓ Inserting Audio file

SYLLABUS

- ✓ Audio Video playback and format options
- ✓ Video options, Adjust options
- ✓ Reshaping and bordering Video

Using SmartArt and Tables

- ✓ Working with Tables, Table Formatting
- ✓ Table Styles
- ✓ Alignment option
- ✓ Merge and split option
- ✓ Converting text to smart art

Animation and Slide Transition

- ✓ Default Animation, Custom Animation
- ✓ Modify a Default or Custom Animation
- ✓ Reorder Animation Using Transitions
- ✓ Apply a Slide Transition, Modifying a
- ✓ Transition, Advancing to the Next Slide

Using slide Master

- ✓ Using slide master
- ✓ Inserting layout option
- ✓ Creating custom layout
- ✓ Inserting place holders
- ✓ Formatting place holders

Slide show option

- ✓ Start slide show
- ✓ Start show from the current slide
- ✓ Rehearse timing
- ✓ Creating custom slide show

Proofing and Printing

- ✓ Check Spelling As You Type
- ✓ Setting AutoCorrect Options
- ✓ Save as video
- ✓ Save as JPEG files
- ✓ Save as PowerPoint Show file
- ✓ Print Preview, Print