

MS-Office
with Google Docs, Sheets, Slides
+ Free Computer Typing
COURSE SYLLABUS

Professional MS-Office Course

Course Introduction:

MS-Office course trains students how to use MS-Office applications in office work such as creating professional-quality documents, store, organize and analyze information, arithmetic operations and functions and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

Introduction to Computer

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units
- What is Hardware
- what is Software
- Windows short cut keys

MS Word

- **Document Settings**
- Page Size
- Page Margins
- Page Colors
- Page Borders
- Watermark
- **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 Indents
- **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
- **Working with bullets and numbered lists**
- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- **Tables**
- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
- **Printing**
- Print Preview
- Print
- **Mail Merge**

MS Excel

- **Introduction to Excel**
- Introduction to Excel interface
- Understanding rows and columns
- Understanding Cell Naming
- 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**
- Functions Mathematical Functions
- Real Time Example Formulas & Problems
- **Sort and Filter 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

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 Indents
- **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
- **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 Video and Sounds**
- Inserting Video From a Computer File
- Inserting Audio file
- 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
- **Slide show option**
- Start slide show
- Start show from the current slide
- Rehearse timing
- Creating custom slide show

Google Docs, Sheets, Slides

- Introduction to Google
- **Introduction to Google Docs**
- Understanding Google Docs
- Difference between MS-Word and Google Docs
- Creating and sharing documents with Google Docs
- **Introduction to Google Sheets**
- Understanding Google Sheets
- Difference between MS-Excel and Google Sheets
- Creating and sharing worksheets with Google Sheets
- **Introduction to Google Slides**
- Understanding Google Slides
- Difference between MS-PowerPoint and Google Slides
- Creating and sharing presentations with Google Slide

Internet and E-Mail

- What is Internet?
- What is E-Mail?
- Creating E-Mail
- Setting up E-Mail Account
- Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments
- Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook
- **Internet Safety Tips**

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