

MICROSOFT OFFICE 40 DAYS COURSE SYLLABUS

S.NO	SUBJECT	DAY
1	Word Introduction –Basic Editing –Formatting	1-2
2	Word Copying and Moving Text and Object	3
3	Word Editing Features	4
4	Word Paragraph Formatting	5
5	Word Tables –Word 2007:Lists	6
6	Word Page Formatting	7
7	Word Inserting Graphics, Pictures, and Table of Contents	8
8	Word Advanced Tools	9
9	Excel: Opening a Blank or New Workbook, General Organization	10
10	Excel Highlights and Main Functions: Home, Insert, Page Layout, Formulas	11
11	Excel Highlights and main Functions: Data, Review, View, Add-Ins	12
12	Excel Using the Excel Help Function Customizing the Quick Access Toolbar	13
13	Excel Creating and Using Templates Working with Data: Entering, Editing ,Copy, Cut ,Paste, Paste Special	14
14	Excel Formatting Data and Using the Right Mouse click	15
15	Excel Saving ,Page Setup ,and Printing –Using Headers and Footers.	16
16	Excel Manipulating Data using Data Names and Ranges ,Filters and Sort ,and Validation Lists	17
17	Excel Data from External Sources Using and Formatting Tables	18
18	Excel Basic Formulas and Use of Functions-Data Analysis Using Charts and Graphs	19
19	PowerPoint Introduction ,Creating a Basic Presentation	20
20	PowerPoint Building Blocks of a Presentation ,Working with Text	21
21	PowerPoint Working With Themes and Styles-Working With Charts, Graphs & Tables	22
22	PowerPoint Working with Media Clips and Animation	23
23	Powerpoint Working with Macros and Customizing PowerPoint 2007- Troubleshooting PowerPoint 2007	24
24	PowerPoint Packaging and Publishing your Presentation	25
25	Outlook Understanding the Fundamental Features of Outlook Getting Started with Outlook	26
26	Outlook Understanding Email in Outlook Customizing Email Options and Tools	27
27	Outlook:Managing your contacts	28
28	Outlook :Understanding the Outlook Calendar	29
29	Outlook:Understanding Tasks and Using them to Manage your Workload	30
30	Outlook :Using Outlook Notes and Journal Entries	31
31	Outlook :Collaboration Options in Outlook	32
32	Review /Practical	33
33	Review /Practical	34
34	Review /Practical	35
35	Review /Practical	36
36	Review /Practical	37
37	Review /Practical	38
38	Review /Practical	39
39	Review /Practical	40
40	Final Evaluation	