



DERABISH COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23

MS OFFICE

Aim:

To provide the knowledge of Computer basics and Microsoft office (Word, Excel and Power Point), preparing students to build their computer operation skills for digital work, personal/ business letters, using internet & banking services, sending mails, etc.

Objective:

Basic computer skills and MS Office are essential for employability and efficiency in today's digital age. Many job positions require basic computer skills like email, Microsoft Office, and internet navigation. Having these skills can increase job prospects and opportunities in private and Government sector.

COURSE SYLLABUS (3 Months – 30 Hrs)

Module 1: Computer Fundamentals

1. Computer Basics

- Introduction to Computer
- Hardware & Software
- Operating System
- File management: creating, saving, opening, and printing documents.

Module 2: MS Word

1. Basic Features

- Creating and formatting documents
- Text editing and formatting
- Paragraph alignment, indentation, and spacing.
- Using styles and themes
- Inserting tables, images, and charts
- Creating and formatting headers and footers

Module 3: MS Excel

1. Basic Features

- Creating and formatting spreadsheets
- Understanding and using formulas and functions
- Sorting and filtering data
- Creating and customizing charts and graphs


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Module 4: MS PowerPoint



1. Basic Features

- Creating and designing presentations
- Using themes and slide layouts
- Adding and formatting text, images, and multimedia
- Using transitions and animations
- Customizing slide masters
- Integrating charts, graphs, and tables

2. Presentation Techniques

- Tips for effective presentations
- Using presenter view
- Printing and sharing presentations.

A handwritten signature in blue ink, appearing to be 'A. S. Das'.

Principal
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