Office 365

Shriram Shikshan Sanstha's
Shriram Institute of Information Technology, Pani
Affiliated to Punyashlok Ahilyadevi Holkar Solapur University
NAAC Accredited with 'B' Grade

ADVANCED
MS-OFFICE

Certificate Course

Duration - "30" Days

SHRIRAM
SHIKSHAN SANSTH

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Course Overview :

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- Email etiquette and management
- Document formatting and management
- Data analysis and visualization
- Automation tools and techniques

Benefit :

- Valuable Skills and Knowledge
- Improve Productivity

Schedule :

Monday, Tuesday, Wednesday
(4.30 pm to 5.30 pm)

02nd December 2023 to 27th Januaary 2024

www.siitpaniv.org

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Ta. – Malshiras, Dist. – Solapur, [MH] 413113
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Vision:

Our vision for the office automation course is to empower individuals with the knowledge and skills to excel in today's digital workplace. We envision a course that goes beyond basic software training, focusing on practical, hands-on learning that is immediately applicable in professional settings.

Mission:

Our mission is to impart employability and creativity to the students and lives up to the standards of Government Organizations, Computer science, Computer Applications and Information Technology (IT) industry.

Aim:

We aim to create a dynamic learning environment that fosters creativity, innovation, and efficiency. Our course will equip participants with the tools and techniques needed to streamline office processes, automate repetitive tasks, and improve overall productivity.
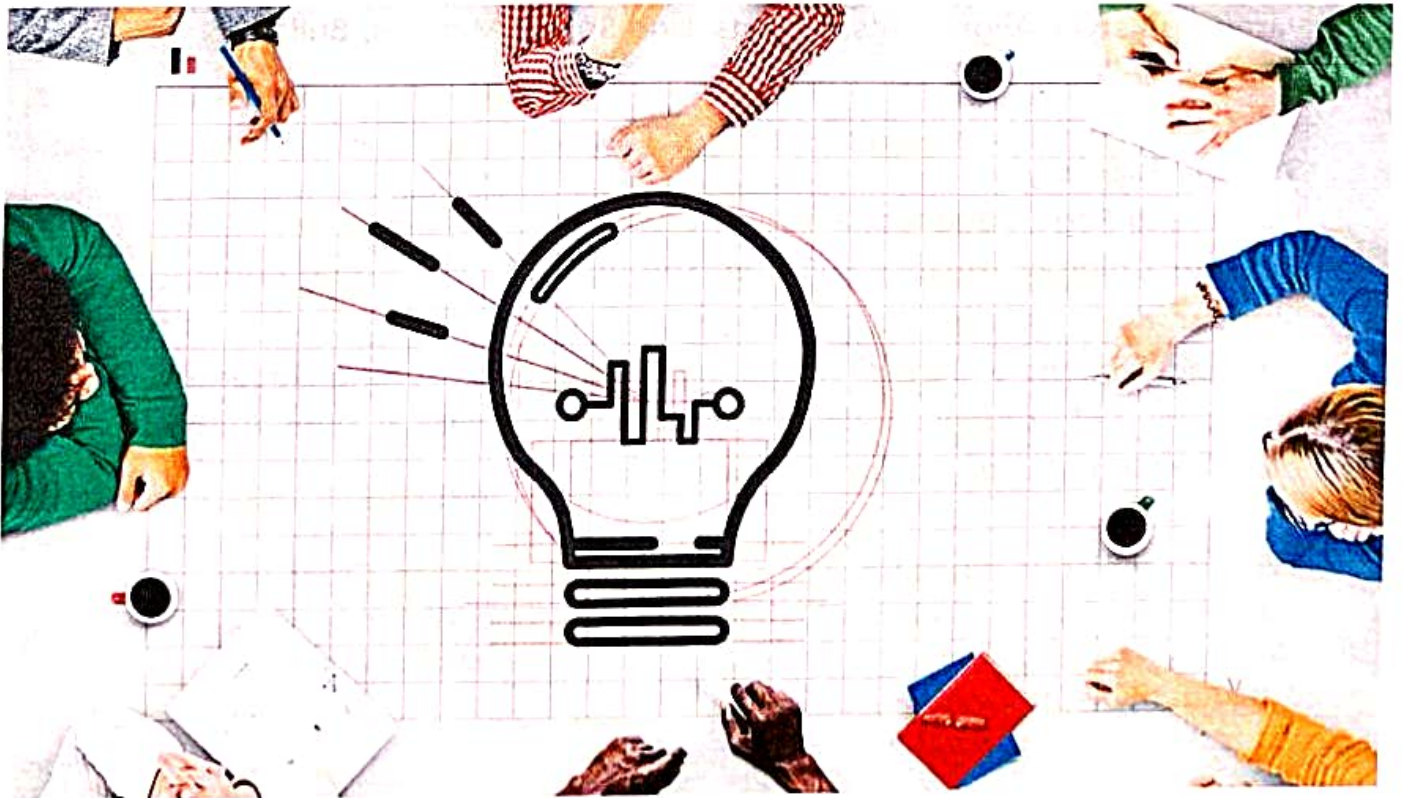
Advanced MS-Office

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Course Objectives:

1. To provide an in-depth training in use of office automation, internet and internet tools. The course also helps the candidates to get acquainted with IT.
2. To help the students to understand how to format, edit, and print text documents and prepare for
3. Desktop publishing.
4. Students will be able to create various documents newsletters, brochures, making document using photographs, charts, presentation, documents, drawings and other graphicimages.
5. To work with the worksheet and presentation software.

Course Duration:

The duration of the course shall be of **3 Months. (30 Day's)**.

Course Syllabus

Unit No.	Description	No. of Lectures
I	**Introduction to Computer:** Applications of Computer, Advantages of Computer, Characteristics of Computer, Hardware & Software. **Windows:** Desktop icons and their functions: My computer, My documents, Network neighborhood, Recycle Bin, Quick launch toolbar, System tray, Start menu, Task bar, Dialog Boxes: List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box, Task Bar - System Tray - Quick launch tool bar - Start button - Parts of Windows -Title bar, Menu bar **MS Word:** Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, using Icons, using help. **Formatting Documents:** Setting Font styles, Font selection- style, size, color etc., Type face - Bold, Italic, Underline, Case settings, Highlighting, Spe-cial symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. **Setting Page style:** Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Tableof Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. **Tools:** Word Completion, Spell Checks, Mail merge, Templates, Creat-ing contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Sig- nature. Printing Documents – Shortcut keys.	12

I **I**	**MS Excel:** Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Convert- ing files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. **Entering & Deleting Data:** Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continu-ous rows, columns, Highlighting values, Find, Search & re-	**18**
	place,Inserting Data, Insert Cells, Column, rows & sheets,Symbols, Data from external files, Frames, Clipart, Pictures,Files etc, Inserting Functions, Manual breaks. **Formatting Spreadsheets:** Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working** **Creating Charts:** Drawing. Printing. Using Tools – Error checking, Formula Au-diting, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization. **MS Power point:** Presentation – Opening new presentation, Different presenta-tion templates, setting backgrounds, selecting presentation layouts. **Creating a presentation:** Setting Presentation style, Adding text to the Presentation. **Formatting a Presentation:** Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Back- ground, Slide layout. Adding Graphics to the Presentation- In-serting pictures, movies, tables etc into presentation, Drawing Pictures using draw. **MS Access:** Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Data- bases, Creating Reports, Types of Reports, Printing & Print Preview – Importing data from other databases viz. MS Excel etc.	

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Course Outcomes:

At the end of this course, the student should be able to:

1. Integrate both graphs and tables created in Microsoft Excel into a laboratory report in Microsoft Word.

2. Generate equations, sample calculations, and basic diagrams in Microsoft Word.

3. Input experimental data into Microsoft Excel.

4. Perform calculations in Microsoft Excel using both manually inputting formulas and built- in Functions.

5. Generate simple and effective tables and graphs to describe experimental data in Microsoft Excel.

6. Properly format and organize a formal laboratory report in Microsoft Word.

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Admission Form of Certification Course

Course Name -

☐ English for Personality Development
☐ Knowledge Engineering
☐ Yoga Education
☐ Advanced MS-Office
☐ Python for Data Science

Name of Students - _____

Gender - ☐ Male ☐ Female

Academic Program - ☐ B.C.A. ☐ B.Sc.(ECS) ☐ M.Sc.(Comp. Sci.)

Part - ☐ I ☐ II ☐ III

Academic year - _____

Mobile No - _____

Category - SC / OBC / NT / Open / ST

Address - _____

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Student Signature

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Faculty Members

Institute Facilites

1) Qualified staff.

2) Computer Lab with Internet Facilities.

3) 1CT enabled classrooms.

4) Library with reading room

5) Campus Interview.

6) Purified Drinking Water.

7) Green Campus.

8) Girls And Boys hostel.

9) Sports and cultural activities.

10) Mess, Canteen facilities.

Our Institute Programs

1) Bachelor of Science (Entire Computer Science)(B.Sc.(ECS))

2) Bachelor of Computer Application (B.C.A.)

3) Master of Science(Computer Science) (M.Sc.(Comp.Sci.))

NAAC Co-Ordinator   Vice - Principal

Asst. Prof. Nale V. D.   Asst. Prof. Dawkare R.R.