CERTIFICATE COURSE SYLLABUS

DEPARTMENT OF COMPUTER SCIENCE

LFCC23CS1-Mastering Ms-Word And Ms-Power Point

Contact Hours/Week:3 (1T +2P)
Number of Contact Hours: 30 Hrs.

Course Outline

UNIT I

Introduction to Computers: Types of Computers - DeskTop, Laptop, Notebook and Netbook. Hardware: CPU, Input / Output Devices, Storage Devices – System - Software - Operating Systems, Application Software - Networks - LAN, WAN ,Client -Server.

UNIT II

M.S. Word- Introduction to Office Automation. Introduction to word processing and Microsoft Word, Exploring the Word interface and ribbon, Creating, saving, and opening documents, Basic text formatting (font, size, color, style),Paragraph formatting (alignment, spacing, indentation),Page layout and margins. Headers and footers, Page numbering and sections, Styles and formatting options, Tables and tabulation, Lists (bulleted, numbered),Spell check and Grammer tool. Working with images and shapes, Creating and formatting tables, Footnotes, endnotes, and citations, Table of contents and indexing, Mail merge for letters and labels.

UNIT III

MS-Power Point: Introduction to Microsoft PowerPoint, Presentations, Creating, saving, and opening presentations, Adding and formatting text, Inserting and formatting slides, slide layouts and placeholders, Adding and formatting images and shapes, Applying themes and templates. Working with SmartArt graphics.

UNIT IV

Power point techniques: Principles of effective presentation design, colors, fonts, and visual elements, Arranging and organizing slides, Creating and formatting charts and graphs, Animations and transitions.

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