

**DEPARTMENT OF MATHEMATICS**  
**SYLLABUS AND COURSE PLAN (2023-2024)**

**COURSE NAME:ADD-ON COURSE- MICROSOFT OFFICE TRAINING**

**COURSE CODE:AS23MO**

**DURATION:30 HOURS**

**INTAKE:22**

**COURSE OBJECTIVE/SCOPE:**

- 1.To enable participants to become proficient users of Microsoft Office applications such as Word, Excel, PowerPoint.
2. To provide skills in data analysis, manipulation, and visualization using Excel, including formulas, functions, charts, and pivot tables.

**COURSE OUTCOME:**

- 1 Master essential Microsoft Office applications: Word, Excel, PowerPoint.
- 2.Create, edit, and format documents, spreadsheets, presentations, and emails effectively.

**SYLLABUS:**

**Module 1:Microsoft Word( 10hrs)**

- Introduction to Word interface and navigation.
- Creating and formatting documents: text formatting, styles, and themes.
- Working with tables, graphics, and Smart Art.
- Managing document properties, printing, and sharing.

**Module 2:Microsoft Excel( 10hrs)**

- Introduction to Excel interface and spreadsheet basics.
- Data entry, formatting, and cell customization.
- Formulas and functions: basic calculations and built-in functions.
- Charts and graphs: creating visual representations of data.

**Module 3:Microsoft PowerPoint( 10hrs)**

- Introduction to PowerPoint interface and slide basics.
- Designing and formatting slides: themes, layouts, and master slides.
- Adding multimedia elements: images, audio, video, and animations.
- Slide transitions, timings, and presenting effectively.

