



ST. THOMAS COLLEGE PALAI

UGC Approved College with Potential for Excellence

Reaccredited by NAAC with A Grade (CGPA 3.30)

Syllabus for Vocational Education and Training (VET) Course

Microsoft Office Package

Course Code	:	STCVET106
Course Coordinator	:	Jomy Joseph
		In-charge
		Computer Centre
Maximum intake	:	80
Eligibility	:	<i>Any regular UG or PG student of the College</i>

Objective:

(1) To provide first-hand experience on different MS Office packages

- Module 1 **MS Word:** Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting, Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge
- Module 2 **MS Excel:** Spreadsheet basics, Creating, editing, saving and printing spreadsheets, Working with functions & formulas, Modifying worksheets with color & autoformats, Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Formatting worksheets, Securing & Protecting spreadsheets
- Module 3 **MS PowerPoint:** Opening, viewing, creating, and printing slides, Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data: Charts & Graphs, Creating Professional Slide for Presentation – Internet: Understanding how to search/Google, bookmarking and Going to a specific website, Copy and paste Internet content into your word file and emails, Understanding social media platforms such as Facebook & Many more, learn with best practices

Theory: **20%** & Practical: **80%**