

INDIRA TECHNICAL EDUCATION SOCIETY, NASHIK

CERTIFICATE COURSE MICROSOFT OFFICE (MSO)

EXAM SCHEME: **THEORY PAPER 100 MARKS – 3 HRS.**
 PRACTICAL 100 MARKS – 2 HRS.

[MSO / DOA – I / DCA – I / 3YD - PAPER – III]

THEORY SYLLABUS

1) **Computer Fundamentals**

What is a Computer, Features of Computers, Other Peripherals, Types of Memory, Internal Storage, External Storage Computer system, Input and Output Devices, Keyboard familiarity Switching ON a computer, Shutting Down a computer, Essential care to be taken while working on a computer.

Hardware, Disks, Hard disk, Floppy Disk, CD ROM, Software, Types of software, System software, Application Software, Utility Operating System, Bits & Bytes, Central Processing Unit.

2) **Windows**

Getting started with windows, Introduction to windows, Desktop, Icons, My computer, Date/time Display, Background, Screen Saver, Taskbar, Finding files, Help, Run.

3) **Word Pad**

Working with documents, Working with Text, Formatting Text, Printing a document.

4) **Paint**

Introduction to paint screen and toolbox, Drawing lines and shapes, Working with color, Erasing, Working with part of a picture, Changing how your Picture looks on screen.

5) **Windows Explorer**

Creating a folder, Changing the name of a file or folder, Copying a file or folder, Moving a file or folder, Deleting a file or folder, Retrieving deleted files

6) **Ms-Word**

Introduction to word screen, Starting a new document, Entering text, File menu, New, Open, close, save, save as, print preview, page setup, print, Edit Menu, Undo, redo, cut, copy, paste, clear, select all, Find, replace, goto.

View Menu, Normal, print layout, Toolbars, Header & footer, Full screen, zoom, Insert menu, Break, Page numbers, date & time, Autotext, symbol, footnote, Picture, Text boxes, File, Bookmark, Hyperlink.

Format menu, Font, Paragraph, Bullets & Numbering, Borders and Shading, Columns, tabs, drop Cap, Change case, background, Tools Menu, Spelling & Grammar, Language, word count, Autocorrect, Mail Merge, Envelopes and labels, Table menu & Window Menu.

7) Ms-Excel

Introduction to Excel screen, Creating a new workbook, Entering data, Moving or copy characters within a cell Copy only values, comments, or cell formats, Exiting excel.

Automatically filling data, Fill in a series of numbers, Fill in a series from a formula, Select blank cells, Select cells that contain comments Editing cell contents, Clear contents, format or comments from cells Delete cells, rows or columns, Undo mistakes, Find text or numbers, Insert blank cells, columns and rows.

Enter a formula, Enter a formula that contains a function Calculation operators in formulas, Comparison Operators, Switch to another sheet in a workbook, Select sheets in a workbook, Inserting a new worksheet, Moving and copying sheets.

Format text, Copy formats from one cell or range to another, Change the text color, Make selected text or numbers bold, italic, or underlined, Apply borders to cells, Shade cells with solid colors, Shade cells with solid patterns, Remove borders Remove shading, Add background patterns to an entire sheet, Remove a sheet background pattern, Conditional formatting, Align data at top, center, bottom of cell.

Creating a chart, Delete a data series, labels Change data series names or legend text, Select a different chart type.

Spelling, Autocorrect, Goal seek, Scenarios, Auditing. Sorting rows in ascending/descending order Sort rows based on contents of two or more columns, Tables, Goal seek, Filters, Create custom headers and footers.

8) Ms-Powerpoint

Introduction to PowerPoint window, Features, How is PowerPoint, Useful, Slides, Handouts and Speaker notes, Creating a Presentation using AutoContent Wizard, Viewing your Presentation, Editing your Presentation Outline, Saving the presentation.

Creating Blank Presentation, Types of Auto Layouts, Opening an existing presentation, Checking Spelling, Deleting slides, Moving Slides, Inserting a slides.

Slide Master, Working with Header and Footer, Drawing Toolbar, Changing Font and Font Size, Inserting a picture, Applying, Background Color, and Inserting Slides from file.

Rehearse Timings, Adding, and Slide Set up Show, Custom Animation Effect.

9) Internet

Concept of WWW, Internet Surfing & E-Mailing.

GUIDELINE FOR PAPER SETTER

Q. 1. : Compulsory and objective type. 20 Marks.

Q. 2. to Q. 7. : Candidate has to solve any Five out of these Six. 16 Marks each

WEIGHTAGE

Topic 1,2,3,4,5 : 20%

Topic 6 : 30%

Topic 7 : 30%

Topic 8, 9 : 30%

RECOMMENDED TEXT

