

# Syllabus MS-Office

## Contents

### Unit -1 Introduction to Computers

#### Overview Of Computers

What is a Computer, Characteristics of Computer, History, Computer Generation Types.

#### Computer Organization

Basic Computer Organization, Functional units of Computer, Memory System in Computer, Capacity of Primary Memory, Secondary Storage, Input-Output Devices.

#### Operating Systems

Introduction, Definition, Functions.

### Unit -2 Introduction to Ms-Office

#### Ms-Office

Design Goals of MS-OFFICE, Components of MS-OFFICE: MS-Word, MS-Power Point, MS-Excel, and MS-Access.

#### Word Processing

What is word Processing, Advantages of Word Processing, Importance of Word Processing.

#### Unit-3 Introduction to Ms-word

Menus, Shortcut menus, Toolbars, Customizing tool bars, Files, Creating and opening documents, Saving documents, Renaming documents, Working on multiple documents, Close a document, Text,Formatting Paragraphs, Styles, Lists, Tables, Graphics Spelling And Grammar, Page Formatting ,Macros, Table Of Contents, Web Designing  
Mail Merge: Why Use the Mail Merge Feature, Creating the Data Source Document, Beginning the Mail Merge Process ,Create the Data Source ,Using the Data Entry Form, Saving g the Data File ,Editing the Data File

#### Unit-4 Introduction to Ms Power Point

AutoContent Wizard, Create a presentation from a template, Create a blank presentation, Open an existing presentation, AutoLayout, Screen Screen, layout Views, Working with Slides, Adding Content, Working with Text, Color Schemes, Graphics Slide Effects, Master Slides, Saving and Printing

#### Unit -5 Introduction To Ms-Excel

Spreadsheet Basics,Customizing Excel,Modifying A Worksheet,Formatting Cells,Formulas and Functions,Sorting and Filling,Charts,Page Properties and Printing

#### Unit- 6 Introductions to Ms-Access

Getting started, Blank Access database, Access database wizards, pages, and projects, Open an existing database, Converting to Access 2000 Screen Layouts,Creating Tables, Datasheet Records,Table Relationships,Sorting and Filtering ,Queries, Forms, Form Controls, List, Sub forms, Reports, Importing,. Exporting, And Linking

#### Unit -7 Introduction to Front Page

Page Properties, Text, Hyperlinks, Tables, Graphics and Pictures