



Sarva Vidyalaya Kelavani Mandal, Kadi managed
Pramukh Swami Science and H. D. Patel Arts College, Kadi
College with Potential for Excellence (CPE) Awarded by UGC
AAA Rank 1-Awarded by Government of Gujarat
NAAC Accredited: Grade A (CGPA 3.20)

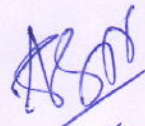


Certificate Course in MS Office
Syllabus

Course Content

Sr. No.	Topic (Theory + Practical)	Duration
1	Concept of Hardware and Software	2 Hours
2	System software and Application Software	4 Hours
3	Operating system concepts, purpose and functions	4 Hours
4	Operations of Windows OS	4 Hours
5	Overview of Word processor, Font type, size, colour	6 Hours
6	Table and its options, Inserting rows or columns, merging and splitting cells, Arithmetic Calculations in a Table.	6 Hours
7	Introduction to Excel 2007, data, Cell address, Excel	6 Hours
8	Understanding formulas, Operators in Excel 2007, Operators Precedence, Understanding Functions, Common Excel Functions such as sum, average, min, max, date, transpose, In, And, or, sqrt, power, upper, lower.	10 Hours
9	Introduction to charts, overview of different types of charts available with Excel	4 Hours
10	Concept of print area, margins, header, footer and other page setup options	4 Hours
Total		50 Hours




Principal
P. S. Science &
H. D. Patel Arts College
Kadi (N.G.)