



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com

MICROSOFT OFFICE

MS OFFICE

DURATION: 2 MONTHS / 72 HOURS

OBJECTIVE

The goal of this course is to introduce software Microsoft Office. The course will discuss topics on how to create impressive business documents with Microsoft Office Word, attractive presentations using Microsoft Office PowerPoint and spreadsheets using Microsoft Office Excel.

EXIT PROFILE

- ✓ Understanding documents creation using Microsoft Office Word
- ✓ Understanding presentations creation using Microsoft Office Presentation
- ✓ Understanding spreadsheets creation using Microsoft Office Excel

CAREER PATH

- ✓ Office Assistant
- ✓ Administrative Assistant
- ✓ Research Analyst
- ✓ Data Analyst

STUDENTS' PREREQUISITE

- ✓ Basic computer knowledge

COURSE OUTLINE			
COURSE NAME:	MS OFFICE	DURATION: 72 H/2 M	
MODULE	TOPICS	DURATION	TOTAL
Module - I	Microsoft Office Word	24 H/16 D	72 H/2 M
	Microsoft Office Presentation	24 H/16 D	
	Microsoft Office Excel	24 H/16 D	

MODULE IN DETAIL

MICROSOFT OFFICE WORD

✓ **Creating a Microsoft Word Document**

- Starting Microsoft Word
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

✓ **The Ribbon**

- Introduction to Ribbon
- Tabs
- Commands

✓ **The Backstage View**

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with AutoSaved Versions of Documents

✓ **The Quick Access Toolbar**

- Adding Common Commands
- Adding Additional commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

✓ **Formatting Microsoft Word Documents**

- Selecting Text
- Selecting Fonts
- Working with Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins
- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

- ✓ **Editing Documents**
 - Find
 - Find and Replace
 - Find and Replace Tips
 - Appending Text to a Document
 - Using the Clipboard
- ✓ **Review and Collaborating on Documents**
 - Adding Comments
 - Tracking Changes
 - Viewing Changes, Additions, and Comments
 - Accepting and Rejecting Changes
- ✓ **Comparing and Combining Documents**
 - Comparing Documents
 - Combining Documents
- ✓ **Managing Mailings**
 - Creating Envelopes and Labels
 - Using Mail Merge
- ✓ **Protecting Documents**
 - Making Word Documents Read Only
 - Password Protect Word Documents
 - Removing Metadata from Files
 - Restrict Formatting and Editing
- ✓ **Finalizing Microsoft Word Documents**
 - Adding Page Numbers
 - Headers and Footers
 - Checking Spelling and Grammar
- ✓ **Random Useful Items**
 - Using Bookmarks
 - Adding Watermarks
 - Adding Titles to Sections
 - Inserting Built-in Fields
 - Using the Go to Feature
 - Using Macros
 - Copy Macros from Document to Document
 - Macro Security
 - Recording a Macro
 - Assigning Shortcut Keys
 - Customizing the Ribbon
 - Preparing a Document for Internationalization and Accessibility

MICROSOFT OFFICE EXCEL

- ✓ **Creating a Microsoft Excel Workbook**
 - Creating a Workbook
 - Saving a Workbook

- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook
- ✓ **The Ribbon**
 - Tabs
 - Groups
 - Commands
- ✓ **The Backstage View (The File Menu)**
 - Introduction to the Backstage View
 - Opening a Workbook
 - Open a Workbook
 - New Workbooks and Excel Templates
 - Select, Open and Save a Template Agenda
 - Printing Worksheets
 - Print a Worksheet
 - Adding Your Name to Microsoft Excel
 - Adding a Theme to Microsoft Excel
- ✓ **The Quick Access Toolbar**
 - Adding Common Commands
 - Adding Additional Commands with the Customize Dialog Box
 - Adding Ribbon Commands or Groups
 - Placement
 - Customize the Quick Access Toolbar
- ✓ **Entering Data in Microsoft Excel Worksheets**
 - Entering Text
 - Adding and Deleting Cells
 - Adding a Hyperlink
 - Add WordArt to a Worksheet
 - Using AutoComplete
 - Entering Text and Using AutoComplete
 - Entering Numbers and Dates
 - Using the Fill Handle
 - Entering Numbers and Dates
- ✓ **Formatting Microsoft Excel Worksheets**
 - Selecting Ranges of Cells
 - Hiding Worksheets
 - Adding Color to Worksheet Tabs
 - Adding Themes to Workbooks
 - Customize a Workbook Using Tab Colors and Themes
 - Adding a Watermark

- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands
- ✓ **Using Formulas in Microsoft Excel**
 - Math Operators and the Order of Operations
 - Entering Formulas
 - AutoSum (and Other Common Auto-Formulas)
 - Copying Formulas and Functions
 - Relative, Absolute, and Mixed Cell References
 - Working with Formulas
- ✓ **Working with Rows and Columns**
 - Inserting Rows and Columns
 - Deleting Rows and Columns
 - Transposing Rows and Columns
 - Setting Row Height and Column Width
 - Hiding and unhiding Rows and Columns
 - Freezing Panes
 - Working with Rows and Columns
- ✓ **Editing Worksheets**
 - Find
 - Find and Replace
 - Using Find and Replace
 - Using the Clipboard
 - Using Format Painter
 - Managing Comments
- ✓ **Using Pivot Tables**
 - Creating Pivot Tables
 - More PivotTable Functionality
 - Inserting Slicers
 - Multi-Select Option in Slicers
 - PivotTable Enhancements
 - Working with Pivot Tables
 - Inserting Pivot Charts
 - More Pivot Table Functionality
 - Working with Pivot Tables
- ✓ **Finalizing Microsoft Excel Worksheets**
 - Setting Margins
 - Setting Page Orientation
 - Setting the Print Area
 - Print Scaling (Fit Sheet on One Page)

- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers
- Preparing to Print

MICROSOFT OFFICE POWERPOINT

✓ **Creating a PowerPoint Presentation**

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

✓ **The Ribbon**

- Introduction to Ribbon
- Tabs
- Groups
- Commands
- The Tell Me Tab

✓ **The Quick Access Toolbar**

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

✓ **The Backstage View (The File Menu)**

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint

✓ **Formatting Microsoft PowerPoint Presentations**

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides

✓ **Working with Images**

- Adding Images to a Slide

- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Adding Shapes
- Using Digital Ink
- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips
- ✓ **Working with Tables and Charts**
 - Inserting a Table
 - Formatting Tables
 - Importing Tables from External Sources
 - Inserting a Chart
 - Formatting a Chart
 - Importing Charts from External Sources
- ✓ **Customizing Presentations**
 - Applying a Theme
 - Applying a Background Style
 - Adding a Footer
 - Arranging and Printing Sections
- ✓ **Presentation Masters**
 - Working with the Slide Master
 - Formatting Slide Masters and Layouts
 - Adding a Watermark to Your Presentation
 - Adding Slide numbers Using the Slide Master
 - Preserving a Slide Master
 - Modifying the Handout Master
 - Adding a Header and Footer to Notes and Handouts
- ✓ **Working with Special Effects**
 - Animating Text and Objects
 - Motion Paths
 - Working with the Animation Painter
 - Setting Animation Timing
 - Animating a Chart

- ✓ **Using SmartArt**
 - Inserting SmartArt Graphics
 - Modifying SmartArt Graphics
 - Resizing/Repositioning a SmartArt Object
 - Formatting Text in a SmartArt Object
 - Adding Shapes to a SmartArt Object
 - Ungrouping SmartArt Objects
- ✓ **Setting Up the Slide Show**
 - Set up a custom slide show.
 - Create a hyperlink.
 - Add an action button.
 - Jump to another presentation.
 - Rehearse the timing of your presentation.
 - Navigate within a slide show.
 - Annotate a presentation.
 - Create a presenter-independent slide show.
 - Set up a slide show to repeat automatically.
- ✓ **Outlines and Slides**
 - Exporting Notes and Handouts to Word
 - Exporting an Outline to Word
 - Saving a Presentation as an Outline
 - Saving a Slide as an Graphic
- ✓ **Managing Multiple Presentations**
 - Merging Multiple Presentations
 - Reusing Slides from Other Presentations
 - Viewing Multiple Presentations
 - Tracking Changes in PowerPoint
- ✓ **Sharing and Securing and Presentation**
 - Sharing a Presentation with Remote Audience
 - Embedding the Fonts in a Presentation
 - Inspecting the Presentation
 - Using Comments
 - Packaging a Presentation for CD
 - Using the PowerPoint Viewer
 - Encrypting a Presentation
 - Adding a Digital Signature
 - Marking a Presentation as Final
 - Sending a Presentation in PDF Format
 - Compressing Pictures

HENRY BAKER COLLEGE, MELUKAVU
&
G-TEC EDUCATION
CERTIFICATE PROGRAMME
MS OFFICE

Duration: 72 Hrs

List of Students

Sl. No	Name of the Student	Class	Class No	Grade
1	Arya Binu	III B Com	20CP221	A+
2	Akash Raj	III B A English	20EN302	A+
3	Angel Thomas	III B Com	20CP213	A
4	Archana K S	III B Com	20CP218	A
5	George C Mathew	III B A English	20EN314	A
6	Mariya Johnson	III B A English	20EN321	A
7	Rintumol E M	III B Com	20CP240	S
8	Aswin Baburaj	III B Com	20CP225	S



Jithin Thomas Abraham

Coordinator




Principal


PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

G-TEC EDUCATION
MICROSOFT OFFICE Batch 2022-23
Attendance

Total 72 Hrs

Sl. No.	Name	20/08/22 6 Hrs	27/08/22 6 Hrs	03/09/22 6 Hrs	10/09/22 6 Hrs	17/09/22 6 Hrs	24/09/22 6 Hrs	01/10/22 6 Hrs	15/10/22 6 Hrs	29/10/22 6 Hrs	05/11/22 6 Hrs	19/11/22 6 Hrs	14/01/23 6 Hrs	12/04/23 6 Hrs	29/04/23 Examination
1	Akash Raj	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
2	Angel Thomas	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P
3	Archana KS	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Arya Binu	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	George C Mathew	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Maria Johnson	P	P	P	P	P	P	P	P	P	Ab	P	Ab	P	P
7	Rintumol EM	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
8	Aswin Baburaj	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P


Jithin Thomas Abraham
 Coordinator



Principal


 PRINCIPAL
 HENRY BAKER COLLEGE
 MELUKAVU



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Corp. Office: Peace Centre, Singapore - 228149

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Registration No. : 1555804

Certificate No. : 324013

Sl. No. : 1159864



Certificate Of Merit

This is to certify that Mr / Ms.

ARYA BINU

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA , KOTTAYAM** *centre with* **A+** *grade*

Course completed in the month of **FEBRUARY** *Year* **2023**

Controller of Examination



19.05.2023
Date of issue

Training & Testing Partners



Grade: 40% - 49% = D, 50% - 59% = C, 60% - 69% = B, 70% - 79% = B+, 80% - 89% = A, 90% - 94% = A+, > 95% = S



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Registration No. : 1555809

Certificate No. : 324015

Sl. No. : 1159862



Certificate Of Merit

This is to certify that Mr / Ms.

AKASH RAJ

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA , KOTTAYAM** *centre with* **A+** *grade*

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Registration No. : 1555798

Certificate No. : 324011

Sl. No. : 1159866



Certificate Of Merit

This is to certify that Mr / Ms.

ANGEL THOMAS

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA , KOTTAYAM** *centre with* **A** *grade*

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Registration No. : 1555812

Certificate No. : 324016

Sl. No. : 1159861



Certificate Of Merit

This is to certify that Mr / Ms.

ARCHANA K S

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA , KOTTAYAM** *centre with* **A** *grade*

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Registration No. : 1555803

Certificate No. : 324012

Sl. No. : 1159865



Certificate Of Merit

This is to certify that Mr / Ms.

GEORGE C MATHEW

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA, KOTTAYAM** *centre with* **A** *grade*

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Registration No. : 1555797

Certificate No. : 324010

Sl. No. : 1159867



Certificate Of Merit

This is to certify that Mr / Ms.

MARIYA JOHNSON

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA , KOTTAYAM** *centre with* **A** *grade*

Course completed in the month of **FEBRUARY** *Year* **2023**

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Registration No. : 1555806

Certificate No. : 324014

Sl. No. : 1159863



Certificate Of Merit

This is to certify that Mr / Ms.

RINTU MOL EM

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA, KOTTAYAM** *centre with* **S** *grade*

Course completed in the month of **FEBRUARY** *Year* **2023**

Controller of Examination



19.05.2023

Date of issue

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www.gteceducation.com



Registration No. : 1576904

Certificate No. : 331530

Sl. No. : 1155423



Certificate Of Merit

This is to certify that Mr / Ms.

ASWIN BABURAJ

has successfully completed a course entitled

MS OFFICE

with a duration of **2 MONTHS**

from **ERATTUPETTA, KOTTAYAM** *centre with* **S** *grade*

Course completed in the month of **MAY** *Year* **2023**

Controller of Examination



14.07.2023

Date of issue

Training & Testing Partners



Grade: 40% - 49% = D, 50% - 59% = C, 60% - 69% = B, 70% - 79% = B+, 80% - 89% = A, 90% - 94% = A+, > 95% = S