



# PODAR ENRICHMENT ACADEMY

Year 2011 - 12

## MICROSOFT OFFICE

### MS WORD:

- Introduction to Word Processor.
- What is word processor?
- Screen elements of Word Window.
- Creating a new document.
- Creating a new folder.
- Saving a document in folder.

#### Editing in MSWord

- Inserting text
- Overwriting text
- Selecting text
- Deleting text

#### Editing and formatting text

- Moving text
- Copying text
- Changing Font

#### Changing Case

- Setting alignment of text
- Bullets and Numbering

#### Formatting document in M.S. Word

- Adding Borders
- Adding Page Numbers
- Thesaurus
- Find and Replace

#### Adding Date and Time

- Header And Footer
- Spelling and Grammar
- Insert Symbol
- Adding Superscript Subscript.

#### Tables

Clip Art, Word Art, Page Setup, Print a document.

Drop Cap working with column

Assignment

# MS EXCEL

## Introduction to MS Excel

- What is Electronic Spread Sheet?
- Screen element of Excel Window
- What are workbook and worksheet?
- Arrange of cells
- Creating a workbook and saving it.

## Editing in Excel

- Selecting cells. Data entry in workbook
- Deleting cell content,
- Editing data in worksheet
- Deleting group of cells.
- Changing col width and row height

## Editing in Excel

- Copying cell content
- Moving cell content
- Inserting row col
- Deleting row col.

## Using Formulae

- Formatting numbers
- Using Auto sum
- Deleting a formulae

## Charting with M.S.Excel

## Viewing the worksheet

- Zooming
- Splitting
- Freezing

## Working with page set-up, setting margins

## Assignments

# MS POWER POINT

Introduction to power point

- Screen elements of Power Point window
- Creating a blank presentation
- Saving a presentation

Adding and formatting text in power point

- Creating a text box
- Editing Moving, resizing and deleting a text box

Formatting text in power point

Adding Graphics to Slide

Creating a slide using table layout and formatting it

Creating organization chart

Creating graph

Working with slide

- Inserting, Moving, Deleting slide

Custom Animation, Slide transition Different.

Assignment

