

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Working with MS Office 2013

Objective

Create documents, Analyze data and make presentations

Benefit

Create professional documents using Word, Analyze and manipulate data using Excel and create professional presentation using PowerPoint

Duration

60 hours

Examination

Paper	Title of the paper
Paper-1	Fundamental of Data with Data Tools
Paper-2	MS Office Fundamental

Course contents & Syllabus

Fundamental of Data with Data Tools – Paper 1

- Get introduced to IT Fundamentals and computer.
 - Recap of first semester.
- Work with MS Excel 2013
 - Worksheets and Workbook.
 - All functions.
 - Charts.
 - Pivot table.

MS Office Fundamental – Paper 2

- Work with MS Power Point 2013
 - Creating presentation.
 - Different views of slides.
 - Inserting clipart.
 - Animation in PowerPoint.
- Work with MS Outlook 2013
 - Configure Outlook.
 - Managing mails in different folders.
 - Usage of Calendar.

- Usage of meetings.
- Get introduced to Digital Lifestyle.
 - What is digital lifestyle?

Certification

Certificate in Working with MS Office 2013

Project

Project using Microsoft EXCEL 2013 and get presented using PowerPoint.