

P. C. E. T.'s

S. B. Patil Institute of Management

**908 – Microsoft Office Automation
Syllabus for 2017 – 18**

Report for Sanction

Microsoft Office Automation Certification Program: 2017 – 18



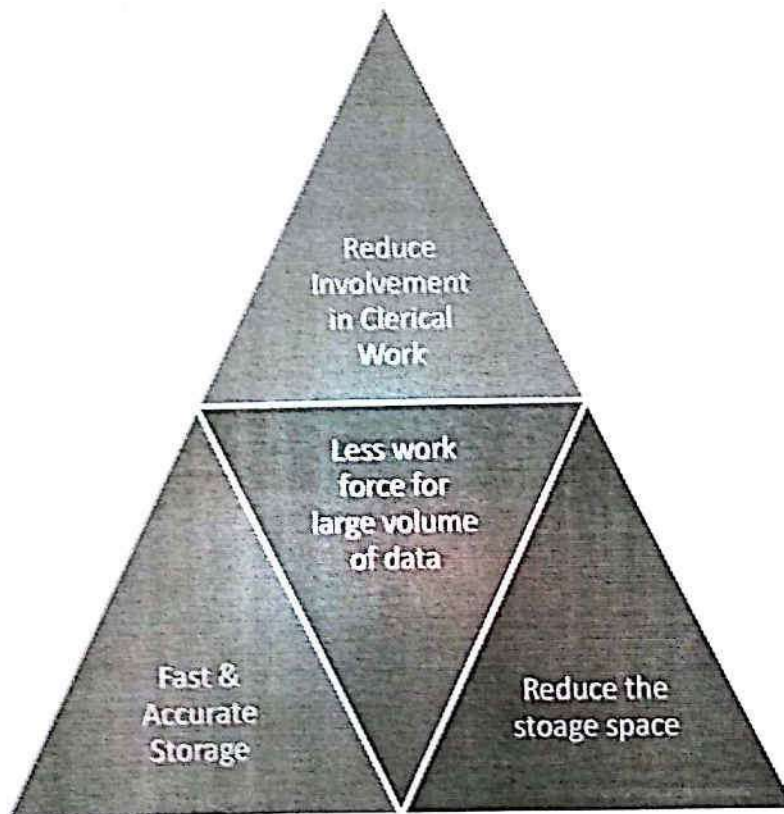

Director
S. B. Patil Institute of Management
Sector No. 20, Nigdi,
Pradhikaran, Pune-411 044.

PIMPRI CHINCHWAD EDUCATION TRUST'S
S. B. PATIL INSTITUTE OF MANAGEMENT

Microsoft Office Automation Certification Program : 2017-18

REPORT FOR APPROVAL

Microsoft Office is a required skill across educational institutes & offices worldwide. Microsoft Office has powerful and flexible ways to deliver your best work at the home or at your office. Microsoft Office products help improve work efficiency with user friendly features. In tune with this SBPIM wants to develop and enhance the OA skills of Students for which this certification program has been designed.




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Learning objectives –

- To give students insight of the implementation of Office Automation tools .
- This program designed for the students going for SIP at various companies will enhance and polish the Microsoft Office Automation skills of students to perform better.
- This certification program will provide better learning and grasping of all office automation tools.
- This certification program will boost confidence of students.

Participants for Program –

- The program will be exclusively for Semester II students of SBPIM.

Duration -

- This programme will start at end of semester II.
- After end of Semester II a 30+ hours certification program for all students will take place (tentatively 15 May to 25 May 2018)

Process -

- The students will be informed about the program schedule, evaluation tests and other program related information via notices and mails.
- 30+ hours sessions will be conducted.
- Evaluation test will be conducted from time to time.
- Certificates will be given to the students who fulfil the criteria of scoring at least 60% marks.
- To evaluate the benefits students will give their feedback for improvisation of the program at the end.
- On the basis of feedback analysis next year program will be designed

Syllabus for certification Program :

Part – I MS Word

Part – II MS Excel

Part – III MS Power Point




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Part – I MS Word

1. Navigation in MS Word interface
2. Opening new documents and existing documents
3. Use of various templates
4. Basic text, paragraph, and document formatting
5. Inserting images, graphics, and video

Part – II MS Excel

1. Navigation in MS Excel interface
2. Opening new workbook and existing workbook
3. Use of various templates
4. Inserting Charts
5. Create formulas and functions

Part – II MS Power Point

1. Navigation in MS Power Point interface
2. Opening new presentation and existing presentation
3. Use of various templates
4. Inserting Multimedia
5. Master Control



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**908 – Microsoft Office Automation
Syllabus for 2016 – 17**

Report for Sanction

Microsoft Office Automation Certification Program: 2016 – 17

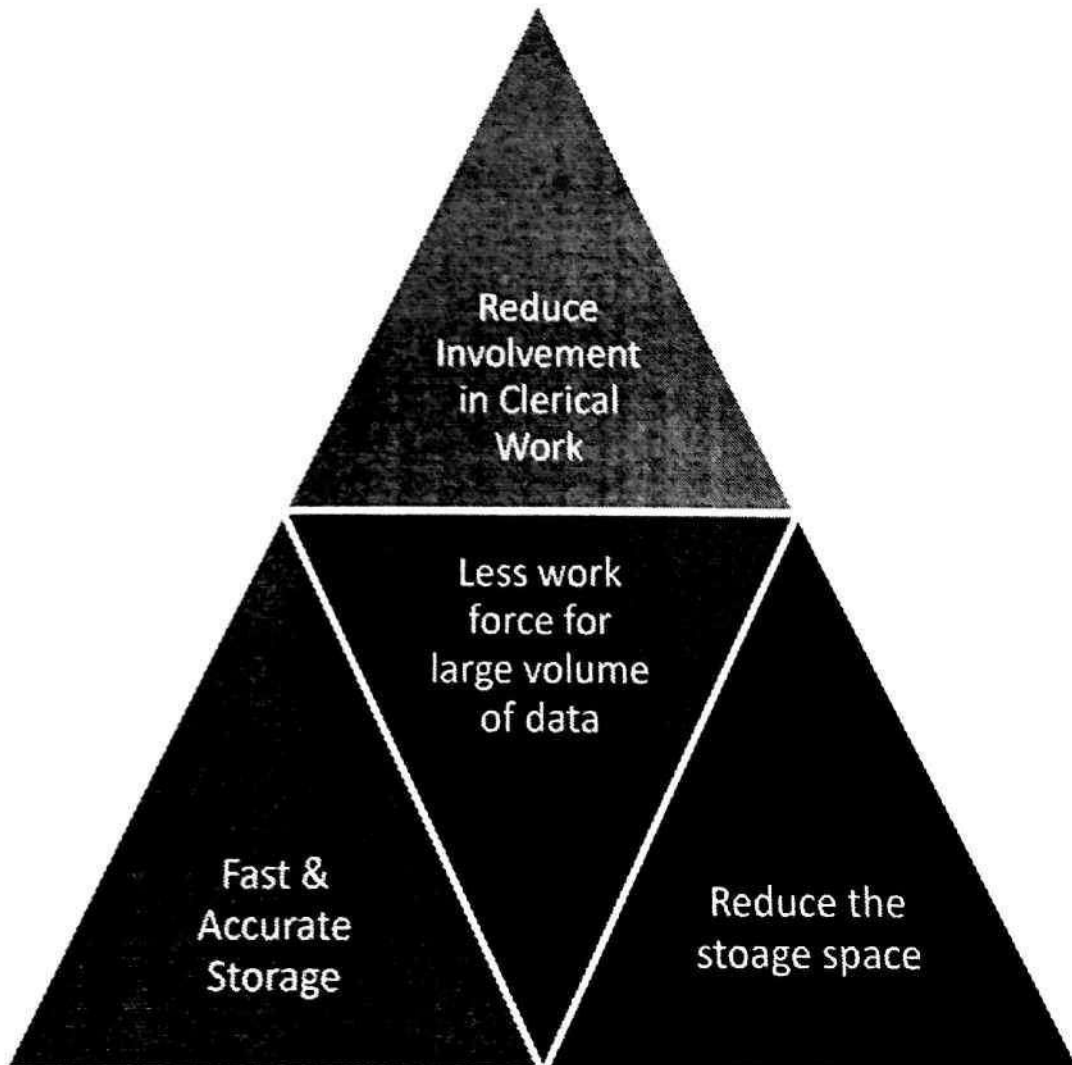



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Microsoft Office Automation Certification Program

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Microsoft Office is a required skill across educational institutes & offices worldwide. Microsoft Office has powerful and flexible ways to deliver your best work at the home or at your office. Microsoft Office products help improve work efficiency with user friendly features. In tune with this SBPIM wants to develop and enhance the OA skills of Students for which this certification program has been designed.




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Learning objectives –

- To give students insight in to the implementation of Microsoft Office Automation tools.
- This program is specially designed for the students who are going for Summer Internship Project at various companies, so to enhance and polishing their Office Automation skills so they would perform better.
- This certification program will provide better learning of all office automation tools.
- This certification program will boost moral and courage of students.


Participants for Program –

- The program will be exclusively for Semester II students.

Duration -

- This programme will start at end of semester II.
- After end of Semester II a 30+ hours certification program for all students will take place (tentatively 15th May 2017 to 25th May 2017)




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Process -

- The students will be informed via notice and mails.
- 30+ hours sessions will be conducted.
- Evaluation test will be conducted time to time.
- Certificates will be given to those students who can score at least 60% marks.
- To evaluate the benefits of the programme all the stakeholders will give their feedback for improvisation.
- On the basis of feedback analysis next year program will be designed.




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Microsoft Office Automation Certification Program 2016 – 17

Part – I MS Word

Part – II MS Excel

Part – I MS Word

1. Navigation in MS Word interface
2. Opening new documents and existing documents
3. Use of various templates
4. Basic text, paragraph, and document formatting
5. Inserting images, graphics, and video

Part – II MS Excel

1. Navigation in MS Excel interface
2. Opening new workbook and existing workbook
3. Use of various templates
4. Inserting Charts
5. Create formulas and functions

MS Word

- Lesson – 1 : Introduction to Microsoft Word
- Lesson – 2 : Working with Documents and the Keyboard
- Lesson – 3 : Navigating Through a Word Document
- Lesson – 4 : Basic Text Editing
- Lesson – 5 : Text Formatting
- Lesson – 6 : Paragraph Formatting
- Lesson – 7 : Style Formatting
- Lesson – 8 : Page Formatting
- Lesson – 9 : Templates




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- Lesson – 10 : Working With Graphics and Pictures
Lesson – 11 : Tables

MS Excel

- Lesson – 1 : Introduction to MS Excel
Lesson – 2 : Navigating Excel
Lesson – 3 : Worksheets and Workbooks
Lesson – 4 : Templates
Lesson – 5 : Introduction to Formulas and Calculations
Lesson – 6 : Working with Formulas and Functions - 1
Lesson – 7 : Working with Formulas and Functions - 2
Lesson – 8 : Adding Images and Graphics
Lesson – 9 : Charts and Diagrams
Lesson – 10 : Protecting and Saving Workbooks




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