

PCET'S

S. B. Patil Institute of Management

Microsoft Office Automation Syllabus

No. of 30 Hours

Module 1 – Microsoft Word

Module 2 – Microsoft PowerPoint

Module 3 – Microsoft Excel

Module 1 – Microsoft Word

- Using Basic Function – Clipboard, Font, Paragraph, Styles, Editing
- Insert – Pages, Tables, Illustration, Links, Headers & Footer, text,
- Design – Document formatting, Page Background

Module 2 – Microsoft PowerPoint

- Using Basic – Slides, Paragraph
- Insert – Slides, Tables, Images, Illustration, Images, Links, text, media
- Transition
- Slide Show - Functions

Module 3 – Microsoft Excel

- **Using Basic Functions**
 - SUM, AVERAGE, MAX, MIN, COUNT, COUNTA
 - Absolute, Mixed, and Relative Referencing

- **Formatting & Proofing**
 - Currency Format
 - Formatting dates
 - Custom & Special Formats

- Formatting cells and numbers
- Conditional Formatting

- **Mathematical Functions**
 - Sumifs, Sumif
 - COUNTIF, COUNTIFS
 - AVERAGE IF, AVERAGEIFS
 - NESTED IF, IF ERROR STATEMENT
 - AND, OR, NOT

- **Protecting Excel**
 - File Level Protection
 - Workbook, Worksheet Protection

- **Text Function**
 - Upper, Lower, Proper
 - Trim, Len, Exact
 - Concatenate

- **Date & Time Function**
 - Today, Now
 - Day, Month, Year
 - Date, Datelf, DateAdd
 - EOMonth, Weekday

- **Sorting & Filtering**
 - Sorting Options
 - Advanced Filters on different criteria