

Prof. Rajendra Singh (Rajju Bhaiya University, Prayagraj)

Vocational Skill Development Course Syllabus

(wef: 2023-2024 onwards)

Programme/Course : **Diploma**

Course code : **I010020T**

Subject : **Vocational Course**

Course Title : **Basics of Microsoft Office**

Credits : **3 (1+2)**

Max Marks : **40 + 60 (100)**

Min Passing Marks : 40

Unit	Topics	N0.of Lecture Theory =15, Practical=60
I	Computer Fundamentals and office Applications. <ul style="list-style-type: none">➤ Types of computers, Input/output device, memory device.➤ Introduction to operating system (OS),➤ Features of Windows.➤ Search Engines, surfing, creating mail ID, sending/forwarding e-mails.	Theory =03
II	Introduction to Microsoft office, <ul style="list-style-type: none">➤ History of MS office➤ Basic functions of MS- Word & their uses➤ Basic functions of MS- Word➤ Alignment, Bullets/ Numbering, clipboard, copy, cut, paste, Edit, document, Font, Footer, Format, Header, justify, Left justified, Right justified, open, Print, Quick access-tool bar, Ribbon, Save, Reset, Undo, etc.	Theory =04
III	Components of MS office & their Applications <ul style="list-style-type: none">➤ Microsoft word➤ Microsoft Excel➤ Microsoft Power point➤ Microsoft Access➤ Microsoft Publisher➤ Microsoft one note	Theory =04
IV	Important features of MS-office <ul style="list-style-type: none">➤ Advantages of MS-office➤ Versions of MS-office➤ Preparation of PPT, creation of database using MS- Access and creating table using MS- Excel	Theory =04

Reference books:

- 1- Microsoft office 365 : Matt Vic
- 2- Microsoft Access Programming : Robert Low
- 3- Microsoft office 2019 Beginner : M. L. Humphery
- 4- Microsoft Word 2021 for Beginners & Power users : James
- 5- Computer fundamentals by P. K. Sinha, BP & Publication, New Delhi.