

Annex 1

NAME OF THE PROGRAMME		Short course on MS Office	
Module 1	MODULE TITLE	MS Office	
Lecture (hrs)		Tutorial (hrs)	Practical (hrs)
2		-	28
Learning Outcomes:			
(i) To improve basic IT skills for office work			
Outline syllabus:			
<ul style="list-style-type: none"> • Word Processing with Microsoft Office Word <ul style="list-style-type: none"> ▪ First steps with Word Processing, Change Settings ▪ Main Operation: (Insert Data, Select Data, Edit Data, Duplicate, Move, Delete, Search and Replace) ▪ Formatting: (Text Formatting, Paragraph Formatting, Document Formatting) ▪ Objects: (Tables, Pictures, Images, Charts) ▪ Mail Merge: (Concepts and Practice) ▪ Prepare Outputs • Spreadsheets with Microsoft Office Excel <ul style="list-style-type: none"> ▪ Cells: (Insert Data, Select Data, Rows and Columns, Edit Data, Duplicate, Move, Delete, Search and Replace, Sort Data) ▪ Worksheets ▪ Formulas and Functions: (Arithmetic Formulas, Cell Referencing, Working with Function) ▪ Formatting: (Numbers/Dates, Contents, Alignment, Border, Effects,) ▪ Charts/ Graphs ▪ Prepare Outputs 			

- Databases with Microsoft Access
 - Using the Application: (Data base Concepts, First Steps with Database, Adjust Settings)
 - Tables: (Main Operation, Define Keys, Table Designing/Layout, Table Relationships)
 - Forms
 - Retrieve Information: (Main Operation, Queries, Sort Records)
 - Reports
 - Prepare Outputs
- Presentations with Microsoft Office Presentation
 - Using the Application
 - Presentation Views, Slides, Using Design Templates, Master Slides
 - Text and Images: (Text Input, Formatting, Pictures, Images, Duplicate. Move, Delete)
 - Charts/Graph, Drawn Objects: (Using Charts/Graphs, Organization Charts, Drawn Objects, Duplicate, Move, Delete)
 - Slide Show Effects: (Presets Animation, Transitions)
 - Prepare Outputs: (Preparation, Printing, Deliver a Presentation)
- Open-source Applications for word processing, spreadsheets, presentations and databases
- Online platforms for word processing, spreadsheets, presentations and databases

Assessment scheme:

- Certificate will be issued only upon successful completion of the course as “Certificate of successful completion”.