



ST. XAVIER'S COLLEGE, SIMDEGA

(Affiliated to Ranchi University, Ranchi)

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MS OFFICE COURSE

Session: 2024-25

Vision of the course:

- To empower students, particularly in rural areas like Simdega, with essential digital literacy skills through MS Office training, enabling them to enhance their academic, professional, and entrepreneurial pursuits.

Mission of the Course:

- To bridge the digital divide by providing practical, hands-on training in MS Office applications, equipping students with proficiency in Word, Excel, PowerPoint, and Outlook.
- To improve employability, promote self-reliance, and foster technological awareness among students, ensuring they can effectively compete in the modern job market and enhance local businesses with digital tools.

Instructor: Asst. Prof. Hembrom Marcel

Duration: 90 days

Syllabus:

Week 1-4: Basics and Introduction to MS Office

- Introduction to Computers, Operating Systems, and MS Office Suite
- MS Word - Creating, Formatting, and Editing Documents
- MS Word - Tables, Headers/Footers, Page Layouts, and Printing
- MS Excel - Introduction, Data Entry, Basic Formulas, and Formatting
- MS Excel - Charts, Tables, Sorting & Filtering Data

Week 5-9: Advanced Excel, PowerPoint, and Outlook

- MS Excel - Advanced Formulas (VLOOKUP, IF, Pivot Tables)
- MS PowerPoint - Slide Creation, Themes, Transitions, and Animations
- MS PowerPoint - Charts, SmartArt, Presentation Skills
- MS Outlook - Email Setup, Sending and Receiving Emails, Attachments
- MS Outlook - Calendar, Scheduling Meetings, Contact Management

Week 10-12: Practical Applications and Career Readiness

- Integration of MS Word, Excel, and PowerPoint for Reports and Presentations
- Hands-on Project - Creating a Report with Charts & Presentations
- Resume Writing and Cover Letter Formatting using MS Word
- Mock Interviews and MS Office-Based Aptitude Test
- Final Project Submission, Feedback, and Certification Distribution