

PROGRAMME GUIDE

CERTIFICATE COURSE IN MS WORD



CHHOTU RAM ARYA COLLEGE

SONIPAT-131001

2016

Course Designed by:

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CERTIFICATE COURSE IN MS WORD

This certification helps the learners to present themselves as truly knowledgeable and differentiates them in a competitive job market. Microsoft Office Specialist certification helps users become more productive by increasing proficiency, confidence, and effectiveness to perform daily work tasks.

This Microsoft Word training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge. Particular emphasis is placed on developing accurate and well-designed documents.

The course begins by showing you how to navigate around Microsoft Word. It then quickly gets you to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents. The course includes comprehensive student and educator materials with guidance for educators, and a series of student lessons, activities and assessments contained within five individual modules. Based around a single business scenario, students learn how to apply the principal features of Word to specific tasks and real-world challenges helping them to understand the relevance, context, and connections to the power and usefulness of Microsoft Word. By building proficiency in Word, students will expand on their written communication skills, gain valuable insights into strategies for achieving clarity and impact, and create documents that clearly and effectively deliver their messages and ideas.

1.1 Programme Objectives

The objectives of the programme are to:

- Develop knowledge and skills about MS Word;
- Enable the learners to compete in today's Environment ;
- To give basic information about the computer system;
- To familiarize students with the use of MS Office-MS Word;

1.2 Academic Session

The Programme commences from January and July of every year.

Minimum : **40 Hourss** Maximum : **60 Hours**

After consuming the maximum 60 hours, the learner can complete the programme in 1 years. If still the learner is not able to complete the programme, he/she can apply for re-admission by paying pro-rata fee for each incomplete course of Theory and Practical components.

1.3 Medium of Instruction: English only

2. PROGRAMME STRUCTURE

The College follows the credit system for its various programmes. The Certificate Course in MS Word programme is a sixty hours programme of 10 credits with 4 credits for theory and 6 credits for practical components. It comprises of 1 theory and 1 practical course as given below:

3. IMPLEMENTATION OF THE PROGRAMME

Properly planned print material both for the theory and practical components is the main part of Certificate in MS Word programme.

For this programme the following evaluation system is followed: Theory

For theory course, the evaluation consists of two aspects:

- i) Continuous Evaluation through assignments,
- ii) Term-End Examination.

In the final results all the assignments carry 30 per cent weightage while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 per cent marks in the term-end examination to pass and be declared successful.

Practical

For practical course, the evaluation consists of two aspects:

- i) Continuous evaluation through Practical File,
- ii) Final practical examination.

In the final result, continuous evaluation through Practical File will carry 50 per cent weightage and final practical examination will carry 50 percent weightage. You need to score 50 per cent marks in Practical File and Practical examination separately to pass and be declared successful.

4. DETAILS OF COURSE STRUCTURE

4.1 Theory Course

TITLE OF THE COURSE: BASIC OF MS WORD

THEORY	
Credits	4
Study Hours	20
Contact Hours	16

Objectives

After completion of this course, the learners should be able to:

- Find place in the IT world;
- Become IT literate;
- Do documentation
- Do presentation
- Make themselves-sufficient.

Course Outline (Theory)

UNIT 1: Introduction to MS- Word

- Components of the Word Document Window
- Creating a New Documents
- Saving a Documents
- Opening an Exiting Document
- Selecting Text
- Editing Text
- Resaving a Document
- Spelling and Grammar Checking and Correction
- Using the Thesaurus
- Protect Files
- Close Document

UNIT 2: Introduction to Formatting

- Introduction
- Formatting
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Style
- Drop Cap
- Apply Themes

- Working From Frame
- Adding Frame Function
- Insert Frame into document

Unit 3: Introduction to Tables

- Creating a Simple Table
- Entering Data in the Table
- Inserting Rows and Columns in Existing Table
- Deleting Rows and Columns
- Autofit
- Calculation in Tables

Unit 4: Advance Features

- Adding Hyperlinks
- Mail Merge
- Understanding Autocorrect
- Resizing Rows and Columns
- Splitting Cells
- Adding Bookmark
- Macros

Merging Cells 4.2 Practical Course

TITLE OF THE COURSE : SKILLS IN MS Word

THEORY

Credits	6
Study Hours	40
Contact Hours	24

Objectives

By the end of this course, you should be able to:

- work with the basic features of Word
- create a new document
- work with a document
- display documents using various views
- select and work with text in a document

- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- insert and work with clip art and pictures
- use the Mail Merge Wizard to perform mail merges
- print a document
- find the information you need in Help
- create high quality document designs and layouts

Course Outline (Practical)

Chapter1 : Introduction to Word

- What is Word?
- How to Open a Document
- Changing Views
- Navigating Documents
- How to Create Documents
- Using Templates
- Saving Documents
- How to Close Documents Using
- Print Preview
- Printing Documents
- Printing Envelopes and Labels
- Saving Documents in Different Formats
- Saving Documents as Web Pages

Chapter 2: Creating , Editing and Formatting Text

- Entering Text
- How to Select Text
- Moving and Copying Text
- Using Repeat, Undo, and Redo
- Using AutoCorrect
- Inserting Symbols
- Inserting Fields
- Introduction to Formats and Styles
- Applying Font Formats
- Text Alignment
- Changing Indents and Spacing
- Working with Tabs
- Applying Styles
- Modifying Styles
- Revealing and Clearing Formats
- Using the Format Painter

Chapter 3: Designing Page Layouts

- Exploring Page Layout Options

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- Changing Margins
- Adding Sections and Page Breaks
- Creating Columns
- Adding Bullets and Numbering
- Applying Borders and Shadin
- Inserting Pictures
- Resizing and Moving Pictures
- Inserting Shapes
- Adding Text Boxes
- Creating Charts
- Inserting SmartArt

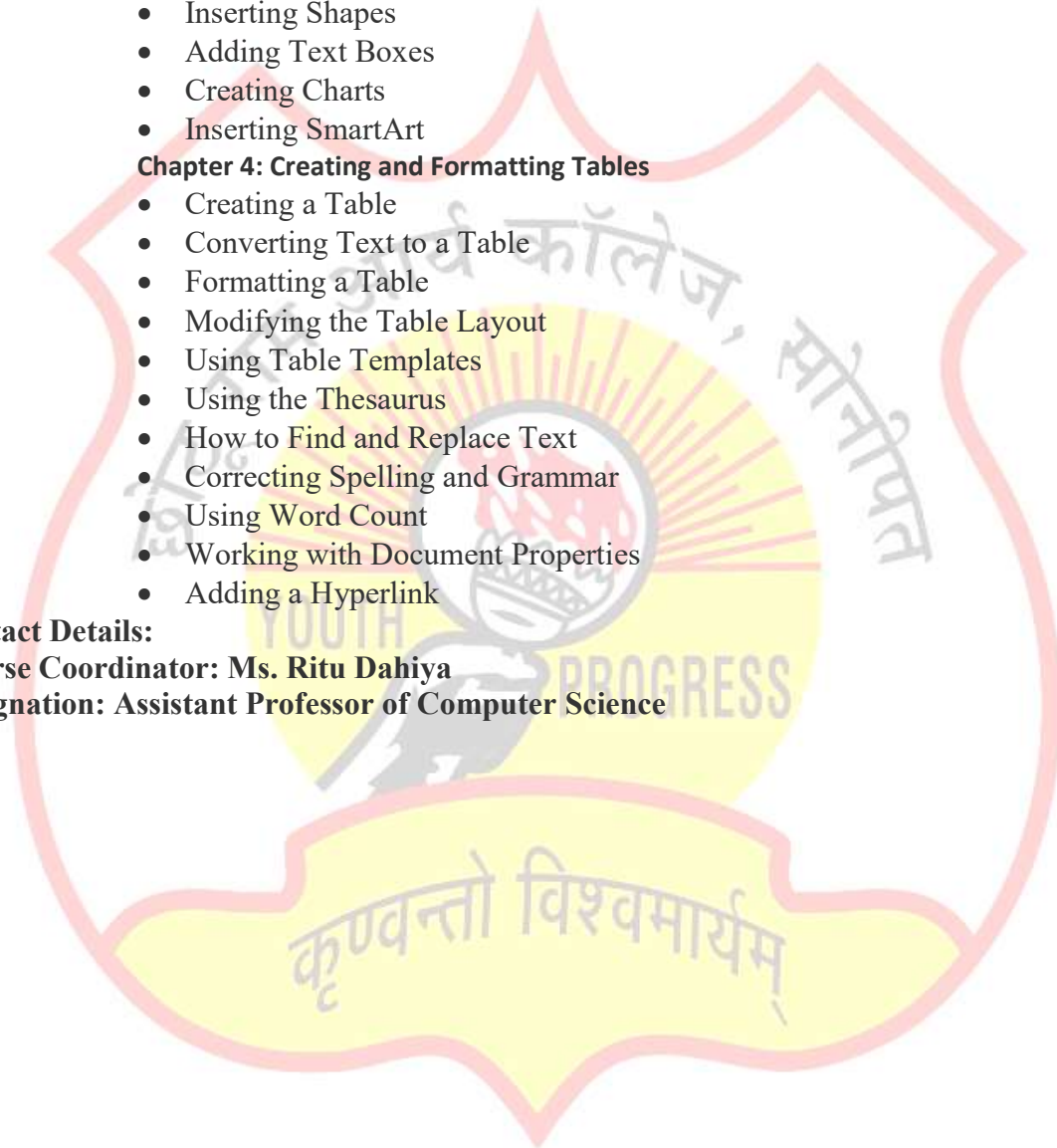
Chapter 4: Creating and Formatting Tables

- Creating a Table
- Converting Text to a Table
- Formatting a Table
- Modifying the Table Layout
- Using Table Templates
- Using the Thesaurus
- How to Find and Replace Text
- Correcting Spelling and Grammar
- Using Word Count
- Working with Document Properties
- Adding a Hyperlink

Contact Details:

Course Coordinator: Ms. Ritu Dahiya

Designation: Assistant Professor of Computer Science



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