



Navodaya Computer Saksharta Mission®

A National Literacy Programme of Information Technology & Skill Development



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FMO | MHA | MHRD | MCIT | MSME | MSJE | MCA | MMA | CM | Govenner

CCMO

Certificate Course in Microsoft Office

COURSE CODE : CC-01

COURSE CONTENT & SYLLABUS

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CCMO

Certificate Course in Microsoft Office

COURSE CONTENTS

COURSE CODE – CC-01

ELIGIBILITY : 8TH CLASS & ABOVE

DURATION : 3 MONTH

INFORMATION TECHNOLOGY

COMPUTER FUNDAMENTALS

OPERATING SYSTEM (WINDOWS XP/W7)

MICROSOFT OFFICE (WORD/ EXCEL/POWER POINT)

MS ACCESS WITH DATA BASE DESIGNING

INTERNET & E-MAIL

HARDWARE & SOFTWARE INSTALLATION

INTRODUCTION OF NETWORKING

TYPES OF NETWORKING

USES OF NETWORKING

ENGLISH & HINDI TYPING

SUBJECT CODE – NFC

FUNDAMENTAL OF COMPUTER





Certificate Course in Microsoft Office

COURSE SYLLABUS

INTRODUCTION OF COMPUTER

A. FUNDAMENTAL OF COMPUTER

- A-1 HISTORY OF COMPUTER
- A-2 DEVELOPMENT OF COMPUTER
- A-3 TYPES OF COMPUTER
- A-4 INPUT & OUTPUT DEVICE
- A-5 MEMORY
- A-6 PERSONAL COMPUTER

B. OPERATING SYSTEM

- B-1 INTRODUCTION OF WINDOWS XP, 2007, 2008
- B-2 FUNCTION OF OPERATING SYSTEM
- B-3 TYPES OF OPERATING SYSTEM
- B-4 USER INTERFACE (E.G.:-TASKBAR, ICON, START MENU)

C. DESIGN TOOLS & PROGRAMMING LANGUAGE

- C-1 INTRODUCTION OF DESIGN TOOLS
- C-2 INTRODUCTION OF FLOW CHART
- C-3 INTRODUCTION OF PROGRAMMING LANGUAGE

D. MS WORD 2007

- D-1 INTRODUCTION OF WORD PROCESSING**
 - D-1.1 STEPS OF WORD PROCESSING
 - D-1.2 OPENING WORD PROCESSING PACKAGES
 - D-1.3 MENU BAR
 - D-1.4 USING SHORTCUT
 - D-1.5 USING BUTTONS/TOOLS
- D-2 OPENING, CLOSING & PRINTING DOCUMENTS**
 - D-2.1 OPENING DOCUMENTS
 - D-2.2 SAVE & SAVE AS
 - D-2.3 PAGE SET-UP
 - D-2.4 PRINTING & PREVIEW
- D-3 DOCUMENT CREATION & MANIPULATION**
 - D-3.1 DOCUMENT CREATION
 - D-3.2 EDITING TEXT
 - D-3.3 TEXT SELECTION

CERTIFICATE COURSE IN MICROSOFT OFFICE

D-3.4 CUT, COPY, PASTE

D-3.5 TEXT AND PARAGRAPH DELETION

D-4 TEXTS FORMATTING

D-4.1 TEXT FONT & SIZE CHANGE

D-4.2 ALIGNMENT OF TEXT

D-4.3 CASES CHANGING

D-4.4 ALIGNMENT OF PARAGRAPH

D-4.5 SPACING & COLORING OF PARAGRAPH

D-4.6 BULLETS & INDENTATION

D-5 UPADATION OF PAGE LAYOUT

D-5.1 CHANGE OF ORIENTATION OF PAGE

D-5.2 CHANGE OF SIZE OF PAGE

D-5.3 CREATIONS OF COLUMNS

D-5.4 IMPLEMENT WATERMARKS, PAGE COLOR AND BORDERS

D-6 VIEW & REVIEW DOCUMENT

D-6.1 CHANGE IN LAYOUT

D-6.2 SHOW/HIDE RULERS & GRIDS

D-6.3 IMPLEMENT ZOOM VIEW

**D-6.4 REVIEW OF DOCUMENT SUCH AS CHECKING
SPELLING & GRAMMAR**

D-6.5 IMPLEMENT THE ASURUES, COMMENT

D-7 MAILING DOCUMENT

D-7.1 MAIL MERGE PROCESS

D-7.2 PRINTING & SENDING OF MAILS

D-7.3 CREATION OF ENVELOPS, LETTERS & LABELS

D-8 TABLE MANIPULATION

D-8.1 DRAW TABLE

D-8.2 CHANGING CELL WIDTH & HEIGHT

D-8.3 ALIGNMENT OF TEXT IN CELL

D-8.4 DELETION/INSERTION OF ROW & COLUMN

D-8.5 BORDER & SHADING

E. MS POWERPOINT 2007

E-1 INTRODUCTION OF PRESENTATION

E-1.1 OPENING PRESENTATION

E-1.2 SAVING PRESENTATION

E-1.3 PRINTING PRESENTATION

E-2 CREATION OF PRESENTATION

E-2.1 CREATING A PRESENTATION USING A TEMPLATE

E-2.2 CREATING A BLANK PRESENTATION

E-2.3 ENTERING & EDITING TEXT

E-2.4 INSERTING & DELETING SLIDES IN A PRESENTATION

E-3 PREPARATIONS OF SLIDES

E-3.1 ADDING PICTURE, CLIPART, SHAPES

E-3.2 INSERT TABLE, CHART, SMART ART, WORD ART

CERTIFICATE COURSE IN MICROSOFT OFFICE

E-3.3 INSERTING OTHER OBJECTS

E-4 FORMATION OF PRESENTATION

E-4.1 WORKING WITH COLOR & TEXTURES

E-4.2 CHANGE FONT & SIZE OF TEXT

E-4.3 CHANGE ALIGNMENT

E-4.4 IMPLEMENT BULLETS, NUMBERING & INDENTATION

E-4.5 SPACING & CASE CHANGE

E-5 VIEW & REVIEW OF PRESENTATION

E-5.1 IMPLEMENTATION OF LAYOUT

E-5.2 SHOW & HIDE RULERS & GRIDLINES

**E-5.3 REVIEW OF PRESENTATION SUCH AS SPELLING CHECK &
GRAMMAR**

E-5.4 IMPLEMENT THESAURUSES AND COMMENT

E-6 DESIGNING & ANIMATION OF PRESENTATION

E-6.1 IMPLEMENTATION OF ORIENTATION

E-6.2 IMPLEMENTATION OF THEMES & BACKGROUND

E-6.3 IMPLEMENTATION OF ANIMATION & SLIDE TRANSITION

E-6.4 IMPLEMENTATION OF MOVIE & SOUND

E-7 SLIDE SHOWS

E-7.1 RUNNING A SLIDE SHOW

E-7.2 TRANSITION & SLIDE TIMING

E-7.3 AUTOMATING A SLIDE SHOW

F. MS EXCEL 2007

F-1 INTRODUCTION OF MS EXCEL

F-1.1 CREATION OF WORKBOOK

F-1.2 OPENING OF SPREADSHEET

F-1.3 SAVING OF SPREADSHEET

F-1.4 PRINTING OF SPREADSHEET

F-2 MANIPULATIONS OF CELLS

F-2.1 ENTERING TEXTS & DATES

F-2.2 EDITING WORKSHEET DATA

F-2.3 INSERTING & DELETING ROW, COLUMN & SHEETS

F-2.4 CHANGING CELL HEIGHT & WIDTH

F-2.5 FORMATTING OF ROW, COLUMN & SHEETS

F-2.6 IMPLEMENTING SORTING & FILTERING

F-3 FUNCTION & CHARTS

F-3.1 USING FORMULAE'S

F-3.2 USING FUNCTION

F-3.3 USING CHART

F-4 VIEW & REVIEW OF WORKSHEET

F-4.1 APPLYING DIFFERENT LAYOUTS OF WORKSHEET

F-4.2 SHOW/HIDE RULER, GRIDLINES, HEADING

F-4.3 VERIFY SPELLING & GRAMMAR

F-4.4 IMPLEMENT THESAURUS & COMMENTS

G. MS ACCESS 2007

G-1 INTRODUCTION OF MS ACCESS

- G-1.1 INTRODUCTION OF DATABASE
- G-1.2 INTRODUCTION PRIMARY KEY
- G-1.3 INTRODUCTION OF RELATIONSHIP
- G-1.4 CREATION OF DATABASE
- G-1.5 OPENING & SAVING OF DATABASE
- G-1.6 SAVING & PRINTING OF DATABASE

G-2 INTRODUCTION OF TABLE

- G-2.1 INTRODUCTION OF TABLE
- G-2.2 INTRODUCTIONS OF DATA TYPES
- G-2.3 INTRODUCTION OF TYPES OF DATA TYPES
- G-2.4 CREATION OF TABLE
- G-2.5 OPENING & SAVING OF TABLE
- G-2.6 SAVING & PRINTING OF TABLE

G-3 INTRODUCTION OF QUERY

- G-3.1 INTRODUCTION OF QUERY
- G-3.2 CREATION OF QUERY
- G-3.3 OPENING & SAVING OF QUERY
- G-3.4 SAVING & PRINTING OF QUERY
- G-3.5 FORMATTING OF QUERY

G-4 INTRODUCTION OF FORM

- G-4.1 INTRODUCTION OF FORM
- G-4.2 CREATION OF FORM
- G-4.3 OPENING & SAVING OF FORM
- G-4.4 SAVING & PRINTING OF FORM
- G-4.5 FORMATTING OF FORM

G-5 INTRODUCTION OF REPORT

- G-5.1 INTRODUCTION OF REPORT
- G-5.2 CREATION OF REPORT
- G-5.3 OPENING & SAVING OF REPORT
- G-5.4 SAVING & PRINTING OF REPORT
- G-5.5 FORMATTING OF REPORT

H. COMMUNICATION

H-1 INTRODUCTION OF COMMUNICATION

- H-1.1 TYPES OF COMMUNICATION
- H-1.2 PROCESS OF COMMUNICATION
- H-1.3 ONLINE & OFFLINE OF COMMUNICATION

H-2 INTRODUCTION OF E-MAIL

- H-2.1 USING OF E-MAIL
- H-2.2 PROCESS OF SENDING & RECEIVING OF E-MAIL
- H-2.3 PROCESS OF ATTACHMENT OF DOCUMENT WITH E-MAIL
- H-2.4 CREATION & LOGIN PROCESS OF E-MAIL ACCOUNT

I. NETWORK & INTERNET

I-1 INTRODUCTION OF NETWORK

I-1.1 TYPES OF NETWORK

I-1.2 TYPES OF NETWORK TOPOLOGY

I-2 INTRODUCTION OF INTERNET

I-2.1 BASIC STRUCTURE OF INTERNET ARCHITECTURE

I-2.2 INTRODUCTION OF INTERNET SERVICE PROVIDER

I-2.3 INTRODUCTIONS OF INTERNET PROTOCOLS

I-3 SERVICE ON INTERNET

I-3.1 WORLD WIDE WEB & WEBSITES

I-3.2 INTERNET SERVICES

I-3.3 COMMUNICATIONS ON INTERNET

I-4 PREPARING COMPUTER FOR INTERNET ACCESS

I-4.1 ISP'S SUCH AS DIAL-UP/BROADBAND/WI-FI

I-4.2 ACCESS TECHNIQUES

I-5 WEB BROWSERS

I-5.1 INTRODUCTION OF WEB BROWSER

I-5.2 INTRODUCTION OF POPULAR WEB BROWSING SOFTWARE

I-5.3 CONFIGURING WEB BROWSER

I-6 SEARCH ENGINE

I-6.1 INTRODUCTION OF SEARCH ENGINE

I-6.2 SURFING/ SEARCHING OF CONTENTS

I-6.3 DOWNLOADING/UPLOADING

I-6.4 PRINTING THE WEBPAGE