**PG Department of Computer Science**

**ADCS07 – Office Automation**

**Certificate Course**

**Microsoft Office Word**

1. Create and Manage Documents

1.1. Create a Document

• Create a blank document

• Create a blank document using a template

• Open a PDF in Word for editing

• Insert text from a file or external source

1.2. Navigate Through a Document

 • Insert hyperlinks

• Search for text

• Create bookmarks

 • Move to a specific location or object in a document

1.3. Format a Document

• Modify page setup

• Apply document themes

• Apply document style sets

• Insert headers and footers

• Insert page numbers

• Format page background elements

1.4. Customize Options and Views for Documents

• Change document views

• Customize views by using zoom settings

 • Customize the Quick Access toolbar

• Add document properties

• Show or hide formatting symbols

 1.5. Print and save documents

• Inspect a document for hidden properties or personal information

• Inspect a document for accessibility issues

• Inspect a document for compatibility issues

2. Format Text, Paragraphs, and Sections

2.1. Insert Text and Paragraphs

• Find and replace text

• Cut, copy and paste text

• Replace text by using AutoCorrect

• Insert special characters

2.2. Format Text and Paragraphs

• Apply font formatting

• Apply formatting by using Format Painter

• Set line and paragraph spacing and indentation

• Clear formatting

• Apply a text highlight color to text selections

• Apply built-in styles to text

• Change text to WordArt

2.3. Order and Group Text and Paragraphs

• Format text in multiple columns

• Insert page, section, or column breaks

• Change page setup options for a section

3. Create Tables and Lists

3.1. Create a Table

• Convert text to tables

• Convert tables to text

• Create a table by specifying rows and columns

• Apply table styles

 3.2. Modify a Table

• Sort table data

• Configure cell margins and spacing

• Merge and split cells

• Resize tables, rows, and columns

• Split tables

• Configure a repeating row header

 3.3. Create and Modify a List

• Create a numbered or bulleted list

• Change bullet characters or number formats for a list level

• Define a custom bullet character or number format

• Increase or decrease list levels

• Restart or continue list numbering

• Set starting number value

 4. Create and Manage References

4.1. Create and Manage Reference Markers

• Insert footnotes and endnotes

• Modify footnote and endnote properties

• Create bibliography citation sources

• Modify bibliography citation sources

• Insert citations for bibliographies

• Insert figure and table captions

• Modify caption properties

 4.2. Create and Manage Simple References

• Insert a standard table of contents

• Update a table of contents

• Insert a cover page

 5. Insert and Format Graphic Element

 5.1. Insert Graphic Elements

• Insert shapes

• Insert pictures

• Insert a screen shot or screen clipping

• Insert text boxes

 5.2. Format Graphic Elements

• Apply artistic effects

• Apply picture effects

• Remove picture backgrounds

• Format objects

• Apply a picture style

 • Wrap text around objects

• Position objects

• Add alternative text to objects for accessibility

 5.3. Insert and Format SmartArt Graphics

• Create a SmartArt graphic

• Format a SmartArt graphic

• Modify SmartArt graphic content

6. Manage document options and settings

6.1. Manage Documents and Templates

• Manage document versions

• Compare and combine multiple documents

• Link to external document content

• Enable macros in a document

• Display hidden ribbon tabs

• Change the application default font

 6.2. Prepare Documents for Review

• Restrict editing

• Mark a document as final

• Protect a document with a password

6.3. Manage Document Changes

• Track changes

• Manage tracked changes

• Lock or unlock tracking

• Add comments

• Manage comments

 7. Design advanced documents

7.1. Perform Advanced Editing and Formatting

• Find and replace formatting and styles

• Set advanced page setup layout options

• Link text boxes

• paragraph pagination options

• Resolve style conflicts by using Paste Options

 7.2. Create Styles

• Create paragraph and character styles

• Modify existing styles

8. Create Advanced References

 8.1. Create and Manage Indexes

• Mark index entries

• Create indexes

• Update indexes

 8.2. Create and Manage References

• Customize a table of contents

• Insert and modify captions

• Create and modify a table of figures

 8.3. Manage Forms, Fields, and Mail Merge Operations

• Add custom fields

• Modify field properties

• Perform mail merges

• Manage recipient lists

• Insert merged fields

• Preview merge results

**Microsoft Office PowerPoint**

1. Manage Presentations

1.1. Modify slide masters, handout masters, and note masters

1.1.1. Change the slide master theme or background

1.1.2. Modify slide master content

1.1.3. Create slide layouts

1.1.4. Modify slide layouts

1.1.5. Modify the handout master

1.1.6. Modify the notes master

1.2. Change presentation options and views

1.2.1. Change slide size

1.2.2. Display presentations in different views

1.2.3. Set basic file properties

1.3. Configure print settings for presentations

1.3.1. Print all or part of a presentation

1.3.2. Print notes pages

1.3.3. Print handouts

1.3.4. Print in colour, grayscale, or black and white

1.4. Configure and present slide shows

1.4.1. Create custom slide shows

1.4.2. Configure slide show options

1.4.3. Rehearse slide show timing

1.4.4. Set up slide show recording options

1.4.5. Present slide shows by using Presenter View

1.5. Prepare presentations for collaboration

1.5.1. Mark presentations as final

1.5.2. Protect presentations by using passwords

1.5.3. Inspect presentations for issues

1.5.4. Add and manage comments

1.5.5. Preserve presentation content

1.5.6. Export presentations to other formats

2. Manage Slides

2.1. Insert Slides

2.1.1. Import Word document outlines

2.1.2. Insert slides from another presentation

2.1.3. Insert slides and select slide layouts

2.1.4. Insert Summary Zoom slides

2.1.5. Duplicate slides

2.2. Modify slides

2.2.1. Hide and unhide slides

2.2.2. Modify individual slide backgrounds

2.2.3. Insert slide headers, footers, and page numbers

2.3. Order and group slides

2.3.1. Create sections

2.3.2. Modify slide order

2.3.3. Rename sections

3. Insert and Format Text, Shapes, and Images

3.1. Format text

3.1.1. Apply formatting and styles to text

3.1.2. Format text in multiple columns

3.1.3. Create bulleted and

3.1.4. Numbered lists

3.2. Insert links

3.2.1. Insert hyperlinks

3.2.2. Insert Section Zoom links and Slide Zoom links

3.3. Insert and format images

3.3.1.1. Resize and crop images

3.3.1.2. Apply built-in styles and effects to images

3.3.1.3. Insert screenshots and screen clippings

3.4. Insert and format graphic elements

3.4.1. Insert and change shapes

3.4.2. Draw by using digital ink

3.4.3. Add text to shapes and text boxes

3.4.4. Resize shapes and text boxes

3.4.5. Format shapes and text boxes

3.4.6. Apply built-in styles to shapes and text boxes

3.4.7. Add alt text to graphic elements for accessibility

3.5. Order and group objects on slides

3.5.1. Order shapes, images, and text boxes

3.5.2. Align shapes, images, and text boxes

3.5.3. Group shapes and images

3.5.4. Display alignment tools

4. Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1. Insert and format tables

4.1.1. Create and insert tables

4.1.2. Insert and delete table rows and columns

4.1.3. Apply built-in table styles

4.2. Insert and modify charts

4.2.1. Create and insert charts

4.2.2. Modify charts

4.3. Insert and format SmartArt graphics

4.3.1. Insert SmartArt graphics

4.3.2. Convert lists to SmartArt graphics

4.3.3. Add and modify SmartArt graphic content

4.4. Insert and modify 3D models

4.4.1. Insert 3D models

4.4.2. Modify 3D models

4.5. Insert and manage media

4.5.1. Insert audio and video clips

4.5.2. Create and insert screen recordings

4.5.3. Configure media playback options

5. Apply Transitions and Animations

5.1. Apply and configure slide transitions

5.1.1. Apply basic and 3D slide transitions

5.1.2. Configure transition effects

5.2. Animate slide content

5.2.1. Animate text and graphic elements

5.2.2. Animate 3D models

5.2.3. Configure animation effects

5.2.4. Configure animation paths

5.2.5. Reorder animations on a slide

5.3. Set timing for transitions

5.3.1. Set transition effect duration

5.3.2. Configure transition start and finish options

**Microsoft Office Excel**

1. Manage Workbook Options and Settings

1.1. Create Worksheets and Workbooks

▪ Create a workbook

▪ Import data from a delimited text file

▪ Add a worksheet to an existing workbook

▪ Copy and move a worksheet

1.2. Navigate in Worksheets and Workbooks

▪ Search for data within a workbook

▪ Navigate to a named cell, range, or workbook element

▪ Insert and remove hyperlinks

1.3. Format Worksheets and Workbooks

▪ Change worksheet tab colour

▪ Rename a worksheet

▪ Change worksheet order

▪ Insert and delete columns or rows

▪ Change workbook themes

▪ Adjust row height and column width

▪ Insert headers and footers

1.4. Customize Options and Views for Worksheets and Workbooks

▪ Hide or unhide worksheets

▪ Hide or unhide columns and rows

▪ Customize the Quick Access toolbar

▪ Modify document properties

▪ Display formulas

2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

▪ Create custom number formats

▪ Populate cells by using advanced Fill Series options

▪ Configure data validation

2.2. Apply Advanced Conditional Formatting and Filtering

▪ Create custom conditional formatting rules

▪ Create conditional formatting rules that use formulas

▪ Manage conditional formatting rules

2.3. Create and Modify Custom Workbook Elements

▪ Create and modify simple macros

▪ Insert and configure form controls

3. Create Tables

3.1. Create and Manage Tables

▪ Create an Excel table from a cell range

▪ Convert a table to a cell range

▪ Add or remove table rows and columns

3.2.Manage Table Styles and Options

▪ Apply styles to tables

▪ Configure table style options

▪ Insert total rows

3.3.Filter and Sort a Table

▪ Filter records

▪ Sort data by multiple columns

▪ Change sort order

▪ Remove duplicate records

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

▪ Insert references

▪ Perform calculations by using the SUM function

▪ Perform calculations by using MIN and MAX functions

▪ Perform calculations by using the COUNT function

▪ Perform calculations by using the AVERAGE function

4.2.Format and Modify Text by using Functions

▪ Format text by using RIGHT, LEFT, and MID functions

▪ Format text by using UPPER, LOWER, and PROPER functions

▪ Format text by using the CONCATENATE function

5. Create Charts and Objects

5.1.Create Charts

▪ Create a new chart

▪ Add additional data series

▪ Switch between rows and columns in source data

▪ Analyse data by using Quick Analysis

5.2.Format Charts

▪ Resize charts

▪ Add and modify chart elements

▪ Apply chart layouts and styles

▪ Move charts to a chart sheet

6. Create Advanced Charts and Tables

6.1.Create and Manage PivotTables

▪ Create PivotTables

▪ Modify field selections and options

▪ Create slicers

▪ Group PivotTable data

▪ Add calculated fields

▪ Format data

6.2.Create and Manage Pivot Charts

▪ Create PivotCharts

▪ Manipulate options in existing PivotCharts

▪ Apply styles to PivotCharts

▪ Drill down into PivotChart detail