Date: 6th December, 2021

SYLLABUS

MS OFFICE

Duration: 36 Hours

Session-1

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear

Session-2

- Find & Replace
- New, Open, Close, Save, Save As

Session-3

- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline

Session -4

- Change the Text Case
- Line spacing, Paragraph spacing

Session-5

- Shading text and paragraph
- Working with Tabs and Indents

Session-6

- Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings
- To Add Columns to a Document

Session-7

- Change the Order of Objects
- Page Number, Date & Time

Session-8

- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

Session-9

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

Session-10

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

Session-11

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Session-12

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

Session-13

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact

Session-14-

- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

Session-15

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access

Session-16

- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

Session-17

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

Session-18

- Page Setup
- Setting margins
- Print Preview
- Print

Schedule

Session	Content	Time	Date
S 1	Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear	3PM- 5PM	**07-12-2021**
S 2	Find & Replace New, Open, Close, Save, Save As	3PM- 5PM	**08-12-2021**
S 3	Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline	3PM- 5PM	**09-12-2021**
S 4	Change the Text Case Line spacing, Paragraph spacing	3PM- 5PM	**10-12-2021**
S 5	Shading text and paragraph Working with Tabs and Indents	3PM- 5PM	**13-12-2021**
S 6	Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings - To Add Columns to a Document	3PM- 5PM	**14-12-2021**
S 7	Change the Order of Objects Page Number, Date & Time	3PM- 5PM	**15-12-2021**
S 8	Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart	3PM- 5PM	**16-12-2021**
S 9	Inserting custom Header and Footer Inserting objects in the header and footer Add section break to a document	3PM- 5PM	**17-12-2021**
S 10	Multilevel numbering and Bulleting	3PM- 5PM	**20-12-2021**

	Creating List		
	Customizing List style		
	Page bordering		
	Page background		
S 11	Working with Tables, Table Formatting Table Styles Alignment option Merge and split option	3PM- 5PM	**21-12-2022**
S 12	Using Build- in Styles, Modifying Styles Creating Styles, Creating a list style Table of contents and references Adding internal references Adding a Footnote Adding Endnote	3PM- 5PM	**22-12-2021**
S 13	Typing new address list Importing address list from Excel file Write and insert field Merging with outlook contact	3PM- 5PM	**23-12-2021**
S 14	Preview Result Merging to envelopes Merging to label Setting rules for merges Finish & Merge options	3PM- 5PM	**24-12-2021**
S 15	Changing Word Options Changing the Proofing Tools	3PM- 5PM	**27-12-2021**

	Managing Templates Restricting Document Access		
S 16	Using Protected View Working with Templates Managing Templates Understanding building blocks	3PM- 5PM	**28-12-2021**
S17	Check Spelling As You Type. Mark Grammar Errors As You Type. Setting AutoCorrect Options	3PM- 5PM	**29-12-2021**
S 18	Page Setup Setting margins Print Preview Print	3PM- 5PM	**30-12-2021**

	Report
Name of Activity	Certification Program on MS Office
Date	7th December 2021 to 30th December 2021
Venue	BBA Classroom and Computer Lab
Organized by	Management Department
Name of Expert	Mr. Nikhil Verma(Trainer)
Participated by	BBA I year students
Activity Convener	MsSonaliChauhan
Objective	The aim of this certification course is: • To make students learn MS office basic and advance working required in corporate world. • Besides theoretical concepts hands on training is also provided by the expert.
Content	If the current workforce has to be competitive in today's job market, one has to be edge over others regarding hands on experience in computer applications. The world is of technology and the new workforce should have essential knowledge of same before joining the market, with this thought Mangalmay Institute of Management and Technology organized a 36 hour **"Certification Program on MS Office"** for BBA 1st year students. Day 1: The resource person started with defining what MS Office, what it comprises and its importance in modern day organization. He made students familiar with Typing the text, Alignment of text, Editing Text: Cut, Copy, Paste, Select All, Clear

Day 2: The resource person explained how to find & replace how to open new page or folder, how to close, save and also save as different text.

Day 3: Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline was explained and students practiced it.

Day 4: The resource person discussed about changing the Text, Case

Line spacing and paragraph spacing. Students practiced these also.

Day 5: Shading text and paragraph, Working with Tabs and Indents was taught to students by the resource person.

Day 6: Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings - To Add Columns to a Document was discussed by the resource person and practice was also done by the students.

Day 7: How to Change the Order of Objects, Page Number, and Date & Time was explained by the resource person.

Day 8; The students learnt about Inserting Text boxes, Inserting Word art, Inserting symbols and Inserting Chart

Day 9: The resource person discussed about Inserting custom Header and Footer. He also discussed about Inserting objects in the header and footer. He also explained how to add section break to a document.

Day 10: The resource person made students understand Multilevel numbering and Bulleting, Creating List ,Customizing List style, Page bordering and Page background

Day 11: The students learnt about Working with Tables, Table Formatting, Table Styles, Alignment option, Merger and split option.

Day 12: The resource person discussed about   Using Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, Table of contents and references , Adding internal references ,

	Adding a Footnote and Adding Endnote.
	Day 13 : The students learnt and practiced about Typing new address list, Importing address list from Excel file, Write and insert field and Merging with outlook contact
	Day 14: The resource person made students learnt about Preview Result, Merging to envelopes, Merging to label, Setting rules for merges and Finish & Merge options.
	Day 15: The resource person discussed about Changing Word Options, Changing the Proofing Tools, Managing Templates. He also explained about Restricting Document Access.
	Day 16: The students were made learnt about Using Protected View, working with Templates, Managing Templates, and Understanding building blocks.
	Day 17: The resource person explained how to Check Spelling as You Type. Mark Grammar Errors as You Type. He also explained how to set AutoCorrect Options.
	Day 18: The resource person explained how to do Page Setup, how to set margins. He also discussed about Print Preview and how to give print command. In every session students had hands on experience in guidance of the resource person.
	During the session, the expert went through the important aspects of MS Office such as creating page, saving pages, protecting file, print preview, print etc. In future, IQAC Cell has planned to conduct more MS Office seminars or certification courses in the institute to make students more competitive
Outcome of Activity	Students are abletolearn and practice MS office with advance tools and will meet the requirement of today's world of information and communication technology and will perform their duty well.

List of Beneficiaries BBA 1st Year

S.No	Roll No	Student's Name
1	R210992105017	AJAY RATHORE
2	R210992105019	AKASH KUMAR
3	R210992105021	AKASH KUMAR PATEL
4	R210992105023	AKSHIT PURI
5	R210992105031	AMIT KUMAR RANJAN
6	R210992105034	ANAMIKA SADH
7	R210992105038	ANKIT JAISWAL
8	R210992105050	ANUSHKA ARORA
9	R210992105052	ARJUN SINGH
10	R210992105056	ARVIND KISHOR
11	R210992105066	AVINASH KUMAR SINGH
12	R210992105071	BEDANT KUMAR SINGH
13	R210992105080	DEEPESH KUMAR
14	R210992105084	DILSHAD
15	R210992105085	DIMPAL
16	R210992105100	ISHAN VERMA
17	R210992105106	JYOTI CHAUHAN
18	R210992105121	KSHITIZ SINGHAL
19	R210992105124	KUNAL PANDEY
20	R210992105129	MASUM SHAIKH
21	R210992105130	MAYANK BAISOYA
22	R210992105133	MD IMRAN RAZA
23	R210992105143	MOHIT HARNWAL
24	R210992105144	MUSKAN GARG
25	R210992105148	NIKESH KUMAR
26	R210992105151	NIKHIL RAJ

27	R210992105167	PRIYANSHI NEGI
28	R210992105168	PRIYANSHU KASERA
29	R210992105170	PRIYANSHU SINGH
30	R210992105181	RINKU SINGH
31	R210992105184	RITISHA SRIVASTAV
32	R210992105196	SAKSHI SINGH
33	R210992105207	SAURABH YADAV
34	R210992105216	SHIVAM SINGH
35	R210992105219	SHIVASHIS PUNDHIR
36	R210992105221	SHRISHTI SINGH
37	R210992105223	SHUBHAM SINGH
38	R210992105225	SNEHA GUPTA
39	R210992105236	TARUN TIWARI
40	R210992105241	TUSHAR SINGH
41	R210992105243	UDIT BHATTACHARYA
42	R210992105246	VAIBHAV
43	R210992105253	VIPUL KUMAR
44	R210992105257	VISHAL PANDEY
45	R210992105259	VIVEK MUNDWAL
46	R210992105261	YASH RAJ

Resource Person's Profile

Mr Nikhil Verma

Mr. Nikhil Verma is a professional and self- motivated Computer Software Trainer with Many Years of Experience in Training and handling local and International Software and Web Development projects. He has successfully imparted many trainingin NCR in reputed institutes.

His core areas are MS Office, Java, Python, React, Flutter, and Web Development.

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

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CERTIFICATE OF MERIT

ANKIT JAISWAL

This is to certify that Mr./Ms. **ANKIT JAISWAL** student of BBA PLATINA1 sem (2021-24)of Mangalmay Institute of Management & Technology Greater Noida, has successfully completed the skill development program on MS-OFFICE conducted from 7th DEC 2021 to 30th DEC 2021 in association with Alliance, Ghaziabad

DIRECTOR
Mangalmay Institute of
Management & Technology

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