# DEVA MATHA COLLEGE, KURAVILANGAD

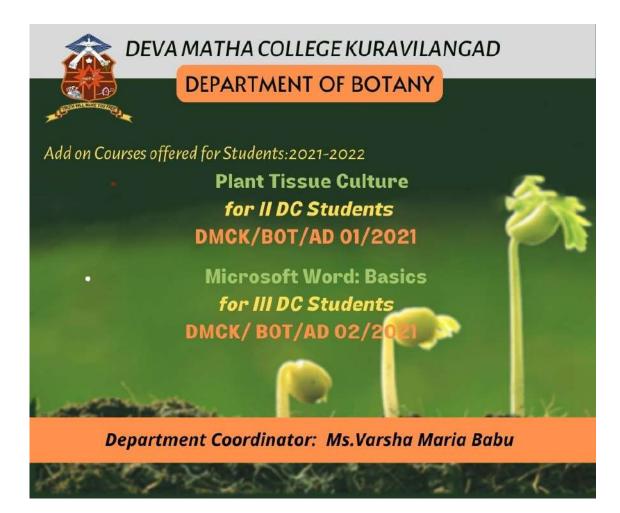
Affiliated to Mahatma Gandhi University, Kottayam



# SYLLABUS

# ADD-ON COURSE In Microsoft Word- Basics

Academic Year: 2021-22



**Title: Microsoft Word- Basics Instructional Hours: 30 hrs** 

**Duration: Three Months** 

Intake Capacity: 40

Eligibility: +2

### **OBJECTIVES**

#### 1. To enable students to create and edit documents

#### 2. To understand creating charts and tables for data.

# **3.** To save and send prepared document through different media such as e-mail and whatsapp.

#### **COURSE OUTCOMES**

By the end of this course, students 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.

#### **SYLLABUS**

#### Module 1: Introduction to MS-Word

Identify the Word Interface Create a Word Document Help

#### **Module 2: Editing a Document**

Navigate and Select Text Modify Text Find and Replace Text

**Module 3: Formatting Text and Paragraphs** 

Apply Character Formatting Align Text Using Tabs Display Text as List Items Control Paragraph Layout Apply Borders and Shading Apply Styles Manage Formatting **Module 4: Adding Tables** Insert a Table Modify a Table Format a Table Convert Text to a Table **Module 5: Managing Lists** Sort a List Renumber a List Customize a List **Module 6: Inserting Graphic Objects** Insert Symbols and Special Characters Add Images to a Document **Module 7: Controlling Page Appearance** Apply a Page Border and Color Add Headers and Footers Control Page Layout **Module 8: Proofing a Document** Check Spelling and Grammar Other Proofing Tools Check Accessibility **Module 9: Customizing the Word Environment** Customize the Word Interface Additional Save Options

## **Assessment Procedure**

Theory and practical examinations will be conducted at the end of completion if syllabus.

## Grading

Sl. No	Marks	Grade
1	90-100%	A+
2	75-90%	Α
3	60-75%	<b>B</b> +
4	50-60%	B
5	40-50%	С

6	Below 40%	D
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#### References

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