

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

ADD-ON COURSE In Microsoft Word- Basics

Academic Year: 2021-22



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF BOTANY

Add on Courses offered for Students:2021-2022

**Plant Tissue Culture
for II DC Students
DMCK/BOT/AD 01/2021**

**Microsoft Word: Basics
for III DC Students
DMCK/ BOT/AD 02/2021**

Department Coordinator: Ms.Varsha Maria Babu

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
Reorder 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 of syllabus.

Grading

Sl. No	Marks	Grade
1	90-100%	A+
2	75-90%	A
3	60-75%	B+
4	50-60%	B
5	40-50%	C

6	Below 40%	D
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References

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