

# **Certificate course in Statistical Software**

## **Structure of Syllabus**

### **First Year**

#### **Sem - I**

- 1) Introducing Microsoft word 2010 (1)**
  - i) Starting Microsoft word 2010
  - ii) Exploring the common features of MS
- 2) Word Application (1/1)**
  - i) Mini toolbar
  - ii) Home tab
  - iii) Insert tab
  - iv) Mailing tab
- 3) Saving the document (1/2)**
  - i) As PDF file
  - ii) Compatible format
- 4) Creating a new document**
- 5) Creating a document based on template**
- 6) Opening and closing the document**
- 7) Working with first document in MS word 2010 (1/1)**
  - i) Setting page margins
  - ii) Changing the page size
  - iii) Changing page orientation
- 8) Working with text (1/2)**
  - i) Adding text in a document

ii) Editing text

iii) Creating bulleted and numbered list

**9) Applying text formatting**

i) Changing font and font size of text

ii) Applying bold, italic, underline

iii) Applying strikethrough, subscript, superscript

iv) Changing the color of text

**10) Applying paragraph formatting**

**(2/4)**

**11) Changing the page background**

**12) Inserting header and footer**

**13) Changing the documents views**

**14) Working with pictures and tables**

i) Inserting clip Art, shapes

ii) Inserting word Art

**15) Working with table**

i) Inserting tables

ii) Merging and splitting cells

iii) Changing cell margin and cell spacing

iv) Inserting formula

## Sem - II

- 1) Introducing Microsoft power point 2010** **(1)**
  - i) Exploring the common features of MS Power Point.
  - ii) Title bar
  - iii) Zoom control
- 2) Exploring the tabs** **(1/1)**
- 3) Creating a presentation in different ways**
- 4) Inserting a new slide**
- 5) Saving a presentation** **(1/2)**
  - i) Saving presentation in the default file format
  - ii) Saving presentation as PDF
- 6) Getting help on power point**
- 7) Exploring power point option**
  - i) General tab
  - ii) Save tab
  - iii) Advanced tab
- 8) Closing the presentation and quitting power point** **(1/3)**
- 9) Working with presentation**
  - i) Opening an existing presentation
  - ii) Working with text
- 10) Moving and deleting slide**
- 11) Working with themes** **(2/3)**
  - i) Setting a new font for the theme

ii) Setting a theme as a default theme

**12) Inserting object in a presentation**

**13) Adding charts to slides**

**14) Working with images**

**15) Inserting a shapes**

**(3/4)**

**16) Inserting word Art**

**17) Working with smart Art graphics**

**18) Working with tables**

**19) Adding videos and sound clip**

**20) Enhancing the presentation**

i) Working with transition effect

ii) Working with animation

iii) Printing a presentation

iv) Sharing a presentation

**Nature of Question Paper**  
**Certificate Course in Statistical Software**

**Paper I and II**

**Total 100 Marks**

|                                |    |
|--------------------------------|----|
| Que. 1 Short Answer (Any Four) | 20 |
| Que. 2 Broad Questions (Two)   | 20 |
| Que. 3 Short Notes (Any Four)  | 20 |

**Practical Work**

|                    |    |
|--------------------|----|
| 1) Short Questions | 20 |
| 2) Broad Question  | 20 |

**Total Marks - 100**

## **References:-**

### **Ms-office (Ms-word, Ms-Powerpoint)**

| <b>Book Name</b>                     | <b>Author Name</b>          |
|--------------------------------------|-----------------------------|
| Ms-office 2010 Bible                 | John walkenbach, Herb Tyson |
| Ms-office word 2010 Advanced Part-I  | Stephen Moffat              |
| Ms-office word 2010 Advanced Part-II | Stephen Moffat              |
| Ms-office word 2010 Introduction     | Stephen Moffat              |
| Ms-Powerpoint 2010 Advanced          | Stephen Moffat              |
| Office 2016 for Beginners            | Steven weikler              |