

# SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

Training For Essential Computer Skills

Course Code: VBBATECS007

## Syllabus

### Module 1

Essential online tools: creating online websites, purchasing, publishing, editing, layout formatting, editing and contents website creation, editing and content creation using wix.com

### Module 2

Online data collection- google form – form creation- sharing- types and question –importing data to excel, percentage data result and interpretations, use and share options, create surveys.

### Module 3

Word Processing packages – MS Word 2007 – introduction, features, word user interface elements, creating new documents, basic editing, saving a document, print preview, page orientation, viewing documents, setting tabs, page margins, ruler

### Module 4

Formatting techniques: font formatting, paragraph formatting, page setup, header & footer, bullets & numbered list, borders & shading, find & replace, page break & page numbers, mail merging, spelling & grammar checking, thesaurus, formatting tables, drawing, word art, paint rush, document templates, email editor

### Module 5

Presentation package – MS PowerPoint 2007 advantages of presentation- screen layout –creating presentation- inserting slides, adding sounds and videos formatting slides- slide layout – views in presentation- color scheme- background- action button – slide transition – custom animation – creating master slides, managing slide show

