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**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2020-21**

**TRAINING FOR ESSENTIAL  
COMPUTER SKILLS**



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## ABOUT THE COURSE

This course aims to impart basic computer related skills which are essentially required to be a business professional

## OBJECTIVES

The course will help students in developing websites using Wix and simulation of formulas and functions in google forms. The programme will give an insight on MS word and MS powerpoint

## EXPECTED OUTCOMES

- Develop websites using Wix
- Simulation of formulas and functions in google forms
- Discuss the components of MS word
- Explore advanced features in MS word & powerpoint

## DURATION

30 Hours



## CONTENT

- Essential online tools
- Online data collection
- Word Processing packages
- Formatting techniques & Presentation package

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## FEATURES

- Hands-on experience with MS Office Packages
- Creation of websites
- Familiarizing with formatting techniques

## ADVANTAGES

Computer skills are the basic requirement for a large number of jobs. Almost any office job apply for will require to possess basic typing and data entry skills, as well as a basic understanding of how to use an operating system. Most office work requires job applicants to be familiar with office productivity software as well, such word processors and spreadsheet programmes



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# 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





