

# SYLLABUS

of the

**Value-added Course**

## **MS Word and Power Point (BEdVAC 002)**

(w.e.f. 2022-2023)



**Offered by:**

**TEACHERS' TRAINING DEPARTMENT(B.Ed)**  
**PanskuraBanamali College**  
**(AUTONOMOUS)**

**Panskura R.S., PurbaMedinipur**  
West Bengal – 721152

## COURSE INFORMATION IN BRIEF

<b>Course Name:</b>	<i>MS Word and Power Point</i>
<b>Course Contents:</b>	MS Word and Power Point
<b>Course Type:</b>	Value-added Course (Optional, additional, and not a part of the NCTE curriculum)
<b>Medium:</b>	Bengali, English
<b>Mode:</b>	Offline
<b>Intake:</b>	Minimum 20; Maximum 40
<b>Eligibility:</b>	<b>B.Ed</b>
<b>Duration:</b>	30 hours (to complete within a time span of 2 months)
<b>Course Fees:</b>	Rs. 300
<b>Coordinator:</b>	<b>Mr. Tuhin Singha, Assistant Professor. Mandira Paul, Assistant Professor.</b>
<b>Contact:</b>	Teachers' Training Department (B.Ed), Panskura Banamali College (Autonomous) <a href="mailto:tuhinsingha1991@gmail.com">tuhinsingha1991@gmail.com</a> , <a href="mailto:monarnav@gmail.com">monarnav@gmail.com</a> 8336091962 (WhatsApp only),

### Course Name: MS Word and Power Point

**About of the Course:** This course will provide a basic knowledge of MS Word and Power Point to the students. Students will be able to experience how these two softwares can be used in different areas of education. This course is made for those students who want to gain hands on experience in computer application.

**Course Objectives:** The students will be able to:

1. Create document in proper way as per requirement.
2. Make presentation with the use of modern techniques.
3. Apply the knowledge of MS Word and Power Point in advance studies.
4. Make yourself a valuable employee with the advance knowledge of these two

software

5. Increase employability application.

**Course Content:**

**Unit I: Introduction Windows OS and MS Office            10 hrs.**

- Basic knowledge of Operating System, System and Application Software, Windows
- Log on/off & various processes of Shutdown, Generate and change Password, Lock this computer Facility
- Aero Effect (Peak, Shake, Snap), Desktop Icons etc.,
- Introduction to MS Office, different applications in MS Office

**Unit II: MS WORD 2007            10 hrs**

- Introduction to MS Word, Document creation, Save and Save as command, Page set up, Scrolling through a document, Home Tab - Cut, Copy and Paste (Paste Special), Font Styles and Colure, Change Case, Line Spacing, Paragraph Setting, Bullets and Numbering, Find and Replace, Sort, Format Painter etc.
- Insert Tab - Header and Footer, Page Number, Page Break, Tables, Symbol, Picture, Object, Word Art etc. Page layout Tab Page Setup, Breaks, Columns, Borders and Shading, Watermark, Indents, Paragraph Spacing etc.
- Reference Tab - Table of Contents, Foot Notes, Citation & Bibliography, Captions, Table of Figures, index, Table of Authorities etc
- Mailings Tab - Envelops, Labels, Mail Merge etc.; Review Tab - Thesaurus, Word Count, Set Language, Comments, Track Changes, Protect Document etc. Hyperlink, Bookmark and Printing Documents, Save as in different Formats), Keyboard Shortcuts.

**Unit III: MS Power Point 2007    10hrs**

- Introduction to MS Power Point, Presentation creation, Save and Save as command, Slide size set up and Lay out, Home Tab - Cut, Copy and Paste, Font Styles and Colure, Line Alignment and Spacing, Text direction, Bullets and Numbering, Find and Replace, Format Painter etc.
- Insert Tab - Table, Inset Picture and Clip Art, Make Photo Album, Use of Shaper and Smart Art, Use of Text Box, Header and Footer, Word Art, Date and Time in Slide, Use of Slide No. Use audio and Video in the background of slide show.

- Design Tab - Slide Theme, Slide Orientation; Animation Tab - Use of Custom Animation, Slide Transition Animation, Manual and automatic animation.
- Slide Show Tab - Slide Show, Custom Slide Show, Set up Slide Show, Hide Slide;
- Review Tab - Spelling and Grammar, New Comment, View Tab - Presentation Views, Use of Ruler and Gridlines, Macros

**Course Outcome:** After completion of the course students will be able to -

- Use the Knowledge of MS Office in learning.
- Create beautiful presentations with the help of Power Point.
- Apply knowledge of MS Word and Power Point to other similar application software.

**Suggested Readings:**

- Critical understanding of ICT - Dr. Pawan Kumar
- Critical Understanding of ICT - Kalpana Sharma
- MS Word 2007 - Prof. Satish Jain
- MS Power Point - TorbenLageFrandsen
- Step by Step, MS Power Point 2010 - Joyce Cox and Joan Lambert

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