



Curriculum for ExcelR

Outline

1. Create and Manage Documents-

1.1. Create a Document • Create a blank document • Create a blank document using a template • Open a PDF in Word for editing • Insert text from a file or external source

1.2. Navigate Through a Document • Insert hyperlinks • Search for text • Create bookmarks • Move to a specific location or object in a document

1.3. Format a Document • Modify page setup • Apply document themes • Apply document style sets • Insert headers and footers • Insert page numbers • Format page background elements

1.4. Customize Options and Views for Documents • Change document views • Customize views by using zoom settings • Customize the Quick Access toolbar • Add document properties • Show or hide formatting symbols

2. The PowerPoint Environment-

2.1- The Title Bar

2.2- The Ribbon

2.3- The Microsoft Office Button 1.5- The Quick Access Toolbar

2.4- The Scroll Bars 1.7- The Presentation View Buttons

2.5- The Zoom Slider 1.9- The Status Bar

2.6- The Mini Toolbar

2.7- Keyboard Shortcuts



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3. Excel-

- Work with Cells and Worksheets.
- Format Workbook.
- Add Charts and Graphics.
- Collaborate with Others.
- Analyze your Data.
- Work with Macros and the Web.
- Creating a new spreadsheet from scratch.
- Executing basic computations like adding, subtracting, multiplying, and dividing.
- Writing and formatting column text and titles.
- Using Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets.

Assessment-

1. Minimum 75% attendance.
2. Quiz-60%


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