

ADD ON Course

Organised by

Department of Computer Science

Session 2021-2022

Course Title : FUNDAMENTALS OF MS WORD

Objectives of the course :

- Everyone should understand about the basics of Microsoft Word.
- Everyone should understand the use of MS WORD.
- Everyone should understand how to use MS WORD.
- Everyone should understand how to apply MS WORD.

Course Coordinator

- **Susobhan Ghosh**

Assistant Professor, Department of Computer Science, Dinabandhu Mahavidyalaya,
Bongaon

General Information

Duration : 40 hours

Entry Qualification : BA Honours and General Students

Language : Bengali / English

Venue : Dinabandhu Mahavidyalaya, Bongaon



Biswajit Ghosh
Principal
Dinabandhu Mahavidyalaya
Bongaon, 24 Pgs (N)

SYLLABUS OF

FUNDAMENTALS OF MS WORD

➤ **Computer Basics:**

Introduction of Computer, Definition, Hardware, Software, Central Processing Unit, Input unit, Output unit

➤ **MS WINDOWS :**

Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows short cut keys

➤ **MS WORD :**

Text : Typing text, Alignment text, Editing Text, Cut, Copy, Paste, Select, Clear, Find, Replace

File Handling : Saving files, Open file, New, Close, Save as,

Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph, Tabs and Indents

Objects Basics : Shapes, Clipart and Picture insert, Word Art, Smart Art, Columns and Orderings to Add Columns to a Document, Page Number insert , Date & Time insert, Text boxes insert, Word art insert, symbols and Chart insert.

Header & Footers : Inserting Header and Footer, Inserting objects in the header and footer, Add section break to a document

Numbering : Multilevel numbering and Bulleting, Creating List, List style, Page border, Page background

Tables : Table insert, Table Formatting, Table Styles, Alignment, Merge, Split option.

Styles and Content : Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, contents and references of table, Adding internal references, Footnote, Endnote

Merging Documents : Typing new address list, Import address list from Excel file, Write and insert field, Preview Result, Merging to envelopes, Merging to label, Merge options

Maintaining Document - Changing the Proofing Tools, Managing Templates, Restricting Document Access, Protected View, Working with Templates, Managing Templates,


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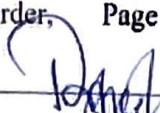
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Proofing the document : Spelling Check, Mark Grammar Errors, AutoCorrect Options


Printing : Page Setup, Setting margins, Print Preview, Print

Course Schedule

| Name of the Faculty | Topic | Time |
|---------------------|--|--------|
| Susobhan Ghosh | <u>Computer Basics:</u> Introduction of Computer, Definition, Hardware, Software, Central Processing Unit, Input unit, Output unit | 2 hour |
| Susobhan Ghosh | MS WINDOWS : Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows short cut keys | 2 hour |
| Susobhan Ghosh | MS WORD : Text : Typing text, Alignment text, Editing Text, Cut, Copy, Paste, Select, Clear, Find, Replace File Handling : Saving files, Open file, New, Close, Save as, | 4 hour |
| Susobhan Ghosh | Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph, Tabs and Indents | 6 hour |
| Susobhan Ghosh | Objects Basics : Shapes, Clipart and Picture insert, Word Art, Smart Art, Columns and Orderings to Add Columns to a Document, Page Number insert , Date & Time insert, Text boxes insert, Word art insert, symbols and Chart insert. | 6 hour |
| Susobhan Ghosh | Header & Footers : Inserting Header and Footer, Inserting objects in the header and footer, Add section break to a document Numbering : Multilevel numbering and Bulleting, Creating List, List style, Page border, Page background | 4 hour |


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| Name of the Faculty | Topic | Time |
|---------------------|---|--------|
| Susobhan Ghosh | Tables : Table insert, Table Formatting, Table Styles, Alignment, Merge, Split option. | 3 hour |
| Susobhan Ghosh | Styles and Content : Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, contents and references of table, Adding internal references, Footnote, Endnote | 2 hour |
| Susobhan Ghosh | Merging Documents : Typing new address list, Import address list from Excel file, Write and insert field, Preview Result, Merging to envelopes, Merging to label, Merge options Maintaining Document : Changing the Proofing Tools, Managing Templates, Restricting Document Access, Protected View, Working with Templates, Managing Templates. | 7 hour |
| Susobhan Ghosh | Proofing the document : Spelling Check, Mark Grammar Errors, AutoCorrect Options Printing : Page Setup, Setting margins, Print Preview, Print | 4 hour |


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