



## The Bhawanipur Education Society College

Course Name: E-LEARNING (Microsoft Word, PowerPoint & Excel)

Faculty Name: Chandan Kumar Jha

Number of classes required: 14 (2 hrs. each)

Sl.No.	TOPIC	SUB-TOPICS	TOTAL NUMBER OF CLASSES
1	Microsoft Word	Create New Document, Change the Page Layout, Background And Borders,	1
		Edit Pictures and Shapes, Insert Clip art and Images, Learn About Paragraphs.	1
		Managing content, Links, Header and footer, References.	1
2	Microsoft PowerPoint	PowerPoint Basics, Create Presentations, Insert and Modify Text.	1
		Work with Graphics and Media, Final Preparations, Deliver a Presentation.	1
3	Microsoft Excel	Manage Workbook Options and Settings	1
		Apply Custom Data Formats and Layouts, Create Tables.	1
		Create Charts and Objects	1
		SUM, MIN & MAX, COUNT and AVERAGE functions.	1
		Apply Custom Data Formats and Layouts	1
		Perform logical operations by using the IF function, AND, OR, and NOT functions.	1
		Look up data by using the VLOOKUP function and HLOOKUP function.	1
		Create and Manage PivotTables.	1
		DSUM, DAVERAGE, DCOUNT, SUBTOTAL functions.	1
<b>Total classes</b>			<b>14</b>