

Certificate Course in MS-Office (CMSO)

Course Duration - 2 Months (Part-Time / Regular)

Course Overview :

The Certificate Course in MS-Office (CMSO) is designed to equip learners with essential computer skills required in academic, professional, and business environments. The course provides hands-on training in Microsoft Word, Excel, PowerPoint, and Outlook, enabling students to create professional documents, manage and analyze data, design effective presentations, and communicate efficiently via email.

This course is ideal for students, job seekers, office professionals, entrepreneurs, and small business owners who want to improve their digital productivity.

Course Objectives

By the end of this course, learners will be able to:

1. Understand the **basic features** of computers and MS-Office applications.
2. Create, edit, and format **professional documents** using MS Word.
3. Manage and analyze **data efficiently** with MS Excel using formulas, functions, and charts.
4. Design and deliver **engaging presentations** using MS PowerPoint.
5. Use MS Outlook for **email communication, scheduling, and task management**.
6. Apply MS-Office skills to **real-world office, academic, and business tasks**.

Course Syllabus (Module-Wise)

Module 1: Introduction to Computers & MS-Office

- Basics of computers & operating systems
- Overview of MS-Office suite
- File management (create, save, open, print documents)

Module 2: MS Word – Document Processing

- Creating, editing, and formatting documents
- Page setup, headers/footers, and page numbering

- Working with tables, images, charts, and shapes
 - Styles, templates, and themes
 - Mail merge (letters, labels, envelopes)
 - Proofing tools (spelling, grammar, thesaurus)
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Module 3: MS Excel – Data Management & Analysis

- Worksheets and data entry
 - Formatting, sorting, and filtering data
 - Formulas & functions (SUM, AVERAGE, IF, VLOOKUP, etc.)
 - Charts and graphs
 - Conditional formatting & data validation
 - Introduction to PivotTables
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Module 4: MS PowerPoint – Presentations

- Slide creation and layouts
 - Applying themes, backgrounds, and templates
 - Adding text, images, charts, audio, and video
 - Animations and transitions
 - Presentation delivery & printing
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Module 5: MS Outlook – Communication & Scheduling

- Sending, receiving, and organizing emails
 - Managing contacts and address book
 - Calendar, appointments, and meeting scheduling
 - Task management & reminders
 - Professional email etiquette
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Module 6: Project Work & Final Assessment

- Hands-on project (Word report + Excel data analysis + PowerPoint presentation)
- Emailing project submission using Outlook