

## **NITI**

The college has a well furnished computer system. NEISSR in collaboration with NITI conduct certificate course in **Fundamentals of IT, MS Office 2016** at the college campus and is integrated with the college curriculum.

### **Certificate Course in Fundamental of IT, MS Office 2016 for BSW 1<sup>st</sup> Semester and MSW 1<sup>st</sup> Semester**

#### **COURSE CONTENT**

##### **Module1: Fundamentals of IT**

- Know your computer
- Internet & Social Media

##### **Module 2: Creating and Managing Professional Documents using Office Word 2016**

- Work with various components of the Microsoft Office Word
- Create a document
- Edit documents by locating and modifying text
- Format text by locating and modifying text
- Add tables to a document
- Add graphic elements to a document
- Control a document's page setup and its overall appearance

##### **Module 3: Presenting and Managing Data effectively using Excel 2016**

- Work with an excel worksheet by entering and selecting the data in it
- Modify a worksheet
- Perform calculations
- Format a worksheet
- Develop a workbook
- Print workbook contents
- Customize the layout of the Excel application window

##### **Module 4: Creating and Managing Presentation using Office PowerPoint 2016**

- Work with Powerpoint environment
- Create a presentation
- Add text and apply themes to a presentation
- Modify objects on slides
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation