

Govt. College, Amargarh

Syllabus of Practical Skills in MS-Word

Computer Department

Duration: - 1 Month

Sr. No	Topics
1.	Introduction to MS-Word, Explain MS-word, Screen components
2.	File Menu, working with Shortcut keys
3.	Explain Insert Tab with Work Example
4.	Explain Page Layout Tab with Work Example
5.	Explain Design Tab with Work Example
7.	Explain References Tab with Work Example
8.	Explain Mailing Tab with Work Example
9.	Explain Review, View Tab, Layout tab with Work Example

Learning Outcomes:-

- Identify the various benefits of using word processing software.
- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Work with the buttons on the toolbar.
- Copy, cut and paste text, Type, edit and format text.
- Work with pictures, Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

● **Evaluation Process:-**

➤ **Grading System**

- i) Practical work 60%
- ii) Assessment 30%
- iii) Class Participation 10%

➤ **Grading Scale**

- i) 100-90%-A
- ii) 89-80%---B
- iii) 79-70%---C
- iv) 69-60%---D
- v) 59-0%-----E



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