

Business Automation Tools



MS Office



Canva

MS Word | MS Excel | MS Powerpoint

Value Added Course by SCMC

Duration - 30 hrs.





MS Office



- Ms office is widely recognized as the leader in the desktop publishing.
- Microsoft Office is official application software which is very useful in daily life and developed by Microsoft.
- It is useful in homes, offices, hospitals, institutions, and schools and also useful in business purposes . It consist of applications like MS Word, MS Excel, MS Powerpoint and many more.
- It is widely used in all types of industries to perform mathematical calculations with analytical functions and also for presentations etc. You can use these functions to create documents, charts, calculations, reports and presentation with high speed and accuracy.



MS Word

Formating Text | Novel Layout | Documentation in various Layouts
| Mail Merge | Use of Headers & Footers



MS Excel

Vlookup | Conditional formatting | Data Analysis | Sorting Complex
Data | Pivot Tables | Formula functions | Charts & Graphs



MS Power Point

Learning Presentaion via Slides | Formating multiple slides | Insert-
ing Images, audio files and hyperlink | Use of headers & footers
| Organizing designing elements | Animation | Transitions



- Canva is ready to design templates. It is mostly used by non-designers to design the content using various design templates and range of design elements as fonts, shapes & Icons.
- It is mostly use to create materials for marketing as flyers, Brochures and Social media posts.
- It is also used in creating presentations, infographics and class room material



Course Structure

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|------------|------------|---------|
| • Module 1 | Ms Word | 08 hrs. |
| • Module 2 | MS Excel | 14 hrs. |
| • Module 3 | PowerPoint | 4 hrs. |
| • Module 4 | Canva | 4 hrs. |



Course Outcome

- At the end of the course students will get enhanced with Digital skills in handling documents and sorting complex excel data with effective presentation in powerpoint and Canva



Course Instructions

- 1) Mode of Conduct: online, offline, or blended mode.
- 2) Duration of course: 30 hrs (contact sessions 24 hours and assignments/project/field work/ experiential learning may be for 6 hours)
- 3) 75% attendance is mandatory for students to appear for the assessment.
- 4) The assessment to be graded out of 100 marks.
- 5) At least two assessments shall be conducted per VAC.
- 6) The passing percentage for the assessment shall be 40%.
- 7) The certificate of completion of the value added course will be awarded to students who have successfully passed the assessments.