



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)

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Basics of MS office

Syllabus

- Components of MS Office
- Basics of MS Word
- Basics of MS Excel
- Basics of PowerPoint
- Basics of MS Outlook

Outcomes of Basics of MS office

- **Computer proficiency:** Learning MS Office programs like Word, Excel, and PowerPoint can enhance your computer skills, which are essential in today's digital age.
- **Organization skills:** MS Office programs can help you develop better organization skills by allowing you to create and manage documents, spreadsheets, and presentations in an orderly and structured manner.
- **Time management:** Learning how to efficiently use MS Office programs can save you time and help you prioritize tasks, allowing you to manage your time more effectively.
- **Communication skills:** MS Office programs like PowerPoint can help you develop better communication skills by enabling you to create engaging presentations and effectively convey your message to others.
- **Problem-solving:** Using MS Office programs requires creative and analytical thinking, helping you develop problem-solving skills.
- **Collaboration:** MS Office programs are widely used in the workplace, making it essential to learn how to collaborate on documents and projects with others effectively.

Registrar
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