



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

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## Office Productivity Tools

### Syllabus

- Introduction of Office Productivity Tools
- MS Office
- Open Office
- GSUITE

### Outcomes of Office Productivity Tools

- **Time Management:** MS Office tools can help you save time by automating repetitive tasks, creating templates, and using keyboard shortcuts. By mastering these tools, you can increase your productivity and free up time for other activities.
- **Organizational Skills:** MS Office tools can help you keep your files and documents organized. By using features such as folders, tags, and search functions, you can quickly find the information you need and avoid wasting time looking for misplaced files.
- **Communication Skills:** MS Office tools can help you communicate effectively with others. By using features such as email, instant messaging, and video conferencing, you can collaborate with colleagues and clients from anywhere in the world.
- **Problem Solving:** MS Office tools can help you solve problems efficiently. By using features such as charts, graphs, and data analysis tools, you can analyze complex data and make informed decisions.
- **Digital Literacy:** MS Office tools can help you develop your digital literacy skills. By learning how to use these tools, you can become more comfortable with technology and keep up with the latest trends and developments.
- **Presentation Skills:** MS Office tools can help you create compelling presentations. By using features such as slide templates, graphics, and multimedia elements, you can engage your audience and communicate your message effectively.

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