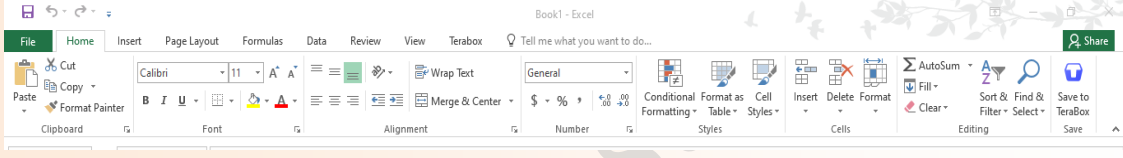
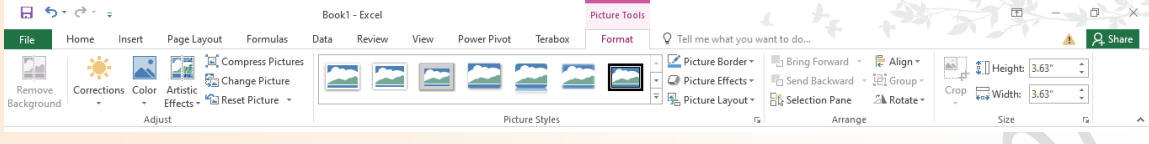
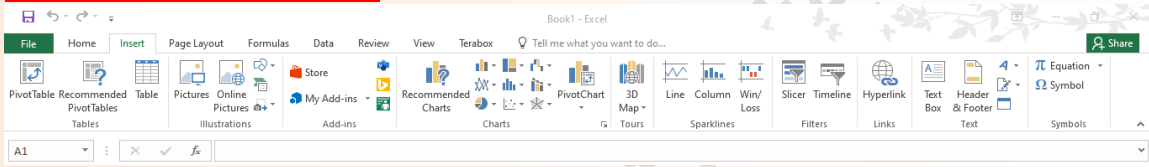
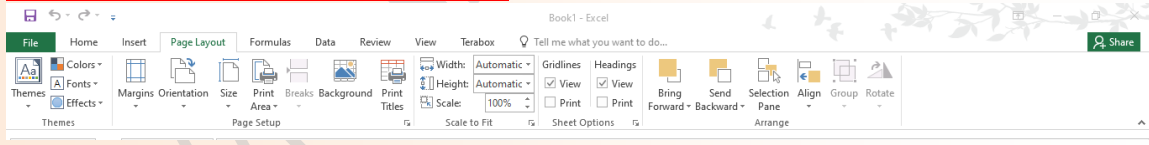
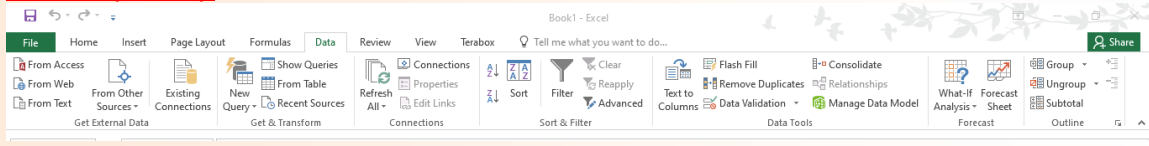


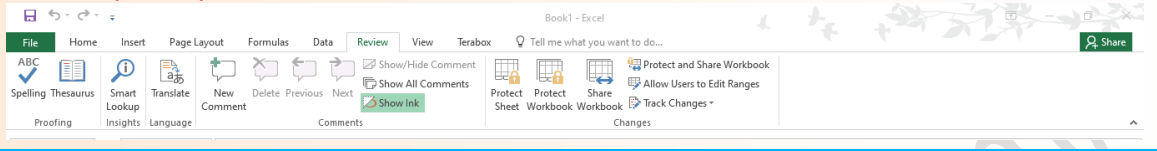
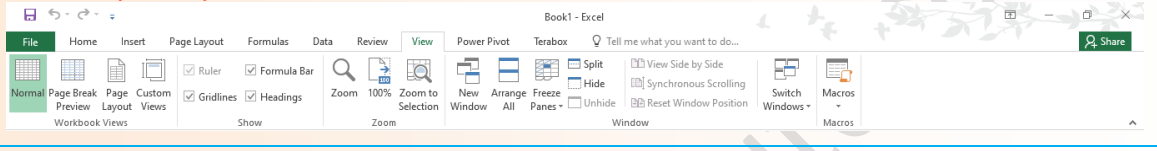
(Practical)

SL.No.	Contents
01.	<p>Open Microsoft Office & Introduction Microsoft Office Excel Windows:</p> <ul style="list-style-type: none"> ✓ Open Microsoft Office Excel (2013/2016) ✓ Introduction to Microsoft Office Excel Windows-2016 (1st Screen) ✓ Introduction to Microsoft Office Excel Windows-2016 (2nd Screen).
02.	<p>File Tab:</p> <ul style="list-style-type: none"> ✓ Info... ✓ New: Create/New Blank Workbook (Using by Keyboard and Mouse) ✓ Save/Save as the Workbook (Discussion save location) ✓ Open the Workbook/File (Using by Keyboard and Mouse) ✓ Print Preview the Workbook (Using by Keyboard and Mouse) ✓ Export: Create Word to PDF <p>➤ Write Texts.</p> <ul style="list-style-type: none"> ✓ Practice Cursor Movement using by Keyboard & Mouse. ✓ Select texts using mouse and keyboard ✓ Close the Workbook (Using by Keyboard and Mouse) ✓ Exit from Microsoft Excel (Using by Key-board & Mouse).
03.	<p>Home Tab (Ribbon):</p>  <p>✓ Customize Quick Access Toolbar: Save, Undo Typing and Redo Repeat typing.</p> <p>Clipboard Group: Cut Paste, Copy Paste and Format Painter (Using by keyboard & mouse).</p> <p>Font Group: ✓ Font Change, Font Size, Increase the font size, Decrease the font Size, Font color. Bold, Italic, Under Line, Borders, Theme Colors, Font Color.</p> <p>Alignment Group: <ul style="list-style-type: none"> ✓ Top Align, Middle Align, Bottom Align. ✓ Align Left, Align Center, Align Right. ✓ Orientation, Wrap Text. ✓ Decrease Indent, Increase Indent. ✓ Merge & Center: (Merge & Center, Merge Across, Merge Cells, Unmerge Cells). </p> <p>Number Group: <ul style="list-style-type: none"> ✓ Number Format, Accounting Number Format, Percent Style, Comma Style, Increase Decimal & Decrease Decimal. ✓ Special > Zip code etc. </p> <p>Cell Group: <ul style="list-style-type: none"> ✓ Insert: Insert Cell, Insert Row, Insert Column & Insert sheet. ✓ Delete: Delete Cell, Delete Row, Delete Column & Delete sheet. ✓ Format: Cell Size Row Height, Auto Fit Row Height, Column width, Auto Fit Column Width, Default Column width. ✓ Visibility: Hide & Unhide. ✓ Organize Sheet: Rename sheet, Move or copy sheet and Tab color. </p>

(Practical)

SL.No.	Contents
	<p>Editing Group:</p> <ul style="list-style-type: none"> ✚ Auto Sum: Sum, Average, Count, Numbers, Max and Min. ✚ Fill : Series. ✚ Clear: Clear All, Clear Formats and Clear Comments. ✚ Sort & Filter: Sort A to Z, Sort Z to A, Filter ✚ Find & Select: Find Replace and Go To.
04.	<p>Insert Tab (Ribbon)> Illustrations Group>Picture>Format:</p>  <ul style="list-style-type: none"> ✓ Adjust Group: Brightness, Contrast, Recolor. ✓ Picture style Group: Picture shape, Picture Border, Picture Effects. ✓ Arrange Group: Text Wrapping, Align, Group and Rotate. ✓ Size Group: Crop, Height & Width.
05.	<p>Insert Tab (Ribbon)> Chart Group:</p>  <p>Insert Tab (Ribbon):</p> <ul style="list-style-type: none"> ✓ Recommended Chart, 2-D Column, 3-D column, Cylinder Column, Cone Column, Pyramid Column. ✓ Charts: Line, Pie, Bar, Area, Scatter & Others. ✓ Text Group: Text box, Header & Footer, WordArt. ✓ Symbols Group: Equation, Symbol.
06	<p>Page Layout Tab (Ribbon)>Page Setup Group:</p>  <ul style="list-style-type: none"> ✓ Margins: Introducing of Last custom setting, Normal, Wide, Narrow size. ✓ Orientation: Portrait & Landscape. ✓ Size: Introducing of A4, Letter and Legal size. ✓ Print Area: Set Print Area & Clear Print Area. ✓ Break, Background, Print Titles. ✓ Scale to Fit Group: Scale. ✓ Sheet Options Group: Gridlines View, Headings View.
07.	<p>Data Tab (Ribbon):</p>  <ul style="list-style-type: none"> ✓ Data Tools Group: Text to Column, Consolidate. ✓ Outline Group: Subtotal. ✓ Use of function: Sum, Average, Count, Numbers, Max and Min, Count & Numerical Count, AND, IF & Or etc. function.

(Practical)

SL.No.	Contents
	<ul style="list-style-type: none"> ✓ Salary sheet preparation procedure. ✓ Commission sheet preparation procedure. ✓ Result sheet preparation procedure. ✓ Commission sheet preparation procedure. ✓ Electric bill sheet preparation procedure. ✓ Print the workbook/Sheet:
08.	<p>Data Tab (Ribbon):</p>  <ul style="list-style-type: none"> ✓ Proofing Group: Spelling.
09.	<p>View Tab (Ribbon):</p>  <ul style="list-style-type: none"> ✓ Workbook Views Group: Normal, Page Break Preview, Page Layout. ✓ Show Group: Gridlines, Formula, Headings. ✓ Zoom Group: Zoom, 100%, Zoom to Selection. ✓ Window Group: New Window, Arrange All, Freeze Panes, Split, Hide, Unhide, Switch Window.
10.	<ul style="list-style-type: none"> ➤ Class specific important projects.

