

NAAN MUDHALVAN – POLYTECHNIC – ODD SEMESTER 2024-25

MICROSOFT DIGITAL SKILLS

3RD SEMESTER – NON-CIRCUIT BRANCHES (CIVIL, MECHANICAL ETC.)

SYLLABUS

Module	Learning Outcomes
Microsoft Word	<ul style="list-style-type: none">• Proficiency in MS Word basics, including document creation, editing, and formatting.• Mastery of intermediate MS Word skills, such as advanced formatting, tables, and graphics.• Efficient document management, organization, and navigation.• Proficiency in using Ribbon tabs for various functions, simplifying tasks.• Mastery of document formatting, including margins and paragraph indentations using the ruler.• Efficient navigation through documents using the Navigation Pane.• Automatic document correction and proofreading with Spelling and Grammar check.• Skill in grouping shapes and objects for easier manipulation.• Ability to enhance documents with images, captions, icons, and more.• Expertise in displaying documents in different layouts using the View tab.• Proficiency in using bookmarks, indenting, and bullets for report creation.• Skill in optimizing page layout for improved document readability and consistency.• Ability to customize and format tables in Microsoft Word as per individual needs, enhancing document aesthetics and readability.• Proficiency in finding and replacing formatting elements throughout large documents, streamlining editing and formatting tasks.• Skill in using special text effects in Microsoft Word to modify and enhance the appearance of text elements.• Competence in creating and managing a table of figures to organize and list images, figures, or tables within a Word document, similar to a table of contents.

	<ul style="list-style-type: none"> • Utilization of Tab Stops to precisely align and format paragraphs within a Word document, ensuring consistent and structured content. • Understanding and application of paragraph styles to efficiently apply fonts and spacing consistently across the entire document. • Skill in controlling text behaviour around graphical elements, such as pictures, shapes, and text boxes, to enhance document layout and readability. • Proficiency in inserting mathematical symbols, texts, audio files, videos, and online content using Microsoft Word's equation tools and multimedia integration features. • Knowledge of saving MS Word documents in various formats, including PDF, ensuring compatibility and accessibility for different purposes.
<p style="text-align: center;">Microsoft Excel</p>	<ul style="list-style-type: none"> • Proficiency in essential Excel functions like data entry, formatting, and calculations. • Mastery of spreadsheet and table creation and formatting. • Effective use of cell referencing, basic and complex formulas. • Skill in data organization, sorting, and filtering. • Proficiency in chart and graph creation for data visualization. • Proficiency in data entry and tabular data storage in Excel. • Utilization of the Page Layout tab for workbook preparation. • Ability to insert, store, update, and analyse data in worksheets. • Proficiency in using Excel's library of formulas for data calculations. • Knowledge of the Freeze Pane function for locking rows and columns. • Skill in using the "Tell Me" Feature to execute functions efficiently. • Competence in creating charts for visualizing data analysis. • Effective use of Auto Fill for populating cells based on patterns or data. • Creation of customized AutoFill lists for efficient data entry. • Skill in sorting and rearranging data to quickly find values.

	<ul style="list-style-type: none"> • Mastery of the Copy/Paste function for moving cell contents. • Understanding of saving, printing, and document protection in Excel. • Proficiency in using Flash Fill to automate data population. • Ability to create hyperlinks for quick access to websites. • Creation and maintenance of a table of contents for worksheet overview. • Skill in generating a Table of Figures (or List of Figures/Tables) in MS Excel for document organization and navigation.
<p style="text-align: center;">Microsoft PowerPoint</p>	<ul style="list-style-type: none"> • Proficiency in creating engaging and visually appealing presentations. • Mastery of slide creation, layout design, and content placement. • Effective use of themes, templates, and slide transitions for presentation aesthetics. • Skill in incorporating multimedia elements, such as images, videos, and audio. • Competence in crafting compelling narratives and storytelling in presentations. • Ability to create and format charts, graphs, and SmartArt for data visualization. • Proficiency in slide animations and timings for dynamic presentations. • Skill in delivering confident and persuasive presentations to diverse audiences. • Knowledge of presentation exporting options and sharing techniques. • Understanding of accessibility and inclusive design principles in presentations. • Proficiency in navigating through slides within a PowerPoint presentation. • Skill in text formatting to enhance content presentation. • Effective use of bullets and numbered lists for content organization. • Competence in adding various visual elements, including shapes, graphics, and icons. • Utilization of the Zoom option for magnifying specific slide content during presentations.

	<ul style="list-style-type: none"> • Integration of Excel for data analysis and chart creation, seamlessly incorporated into presentations. • Proficiency in image editing, formatting, and cropping to suit preferences. • Skill in object editing, formatting, and arrangement for customized slide design. • Ability to create and save presentations as templates for future use. • Mastery of Slide Master for uniform formatting across all slides. • Understanding and application of slide transitions for visual effects. • Acquiring advanced skills for creating engaging and impactful presentations. • Utilization of SmartArt for unique visual representations, with various layout options.
Digital Payments	<ul style="list-style-type: none"> • Digital payments landscape and its implications for personal and business finance in utilising online banking and net banking services for secure financial transactions. • Mastery of debit card and credit card usage, including payments and transaction tracking. • Managing digital payments through eWallet platforms for convenience and security. • Using UPI (Unified Payments Interface) for seamless and instant fund transfers. • Digital payment regulations, compliance, and consumer protection measures. • Link and manage multiple payment methods for financial flexibility. • Identifying and mitigating common security threats in digital transactions. • Troubleshooting and resolving payment-related issues and disputes.
All about AI	<ul style="list-style-type: none"> • A comprehensive understanding of the history and development of artificial intelligence. • Appreciation of the significance of AI in modern technology and society. • Identification and clarification of common misconceptions and myths surrounding AI. • Insight into real-world applications of AI in everyday life and various industries. • Familiarity with ChatGPT, its capabilities, and applications.

	<ul style="list-style-type: none"> • Understanding the differences between AI systems like ChatGPT and traditional search engines. • Proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more. • Ability to leverage ChatGPT to outline and structure assignments effectively. • Skill in using ChatGPT to seek solutions and insights for complex questions. • Understanding the distinctions between generative AI like ChatGPT and traditional AI systems. • Awareness of the limitations and constraints of ChatGPT in various contexts. • Insight into the effects of AI on the job market and employment landscape.
<p>Use of AI in MS Word, Excel, and PowerPoint</p>	<ul style="list-style-type: none"> • Understanding AI-integrated tools available in MS Office, such as Translator, Smart Lookup, and Outlook Suggested Replies. • Proficiency in using MS Editor, an AI-powered tool in MS Word for advanced editing and proofreading. • Mastery of Grammarly integration in MS Word, enhancing grammar and writing quality with AI suggestions. • Skill in utilizing Dictate in MS Word to transcribe spoken words into text with accuracy and efficiency. • Using Copy.ai to generate high level customized content • Mastery of AI-powered tools for MS Excel, including Insert Data from Pictures. • Using ExcelllyAI to generate complex formulae. • Skill in utilizing Presentation Coach, an AI-powered tool in MS PowerPoint, for enhancing presentation delivery and effectiveness. • Proficiency in using Live Caption and Subtitle features in MS PowerPoint, powered by AI, to provide real-time subtitles and captions during presentations. • Using SlidesGo, and TomeAI for creating dynamic and engaging presentations. • Exploring tips and tricks for effectively utilizing AI tools in MS Office applications. • Understanding best practices, do's and don'ts, while using AI tools to maximize productivity and efficiency in document creation, data analysis, and presentations.

