

**BANKERS INSTITUTE OF****RURAL AND ENTREPRENEURSHIP DEVELOPMENT****RAJENDRANAGAR, HYDERABAD-500 030, A.P.(Regd no.1635/2007)****Sponsored by :** Govt. of Andhra Pradesh & Telangana, NABARD, Andhra Bank, Canara Bank, Corporation Bank, Indian Bank, Indian Overseas Bank, State Bank of Hyderabade-mail: bireddirector@gmail.com; visit us at www.bired.org Phone : 040-60026351, 29709295 / 96**MS OFFICE-2010 DAY TO DAY SCHEDULE**

DAYS	Title	COURS CONTENT
1		Registration
2		Introducing the English Typing
3		Introduction of COMPUTER, Parts of Computer
4	Notepad	Use of Notepad How to Create the Document, How editing text, How to Deleting text, How to Open a file How to Save a file
5	Paint	Use of Paint How to Create the Document How to Open a file How to Save a file
6	Word Pad	Use of Word Pad How to Create the Document How to Open a file How to Save a file
7	Ms Office	Introduction of Ms Office Use of Ms Word Use of Ms Excel Use of Ms Power Point Use of Access Exam -1
8	MS Word	Start Microsoft Word 2010 Difference Between MS Word 2003 and 2010 The level of command organization Using the default Microsoft Word document Creating a new documents, Saving Microsoft Word documents Opening and Closing documents, Save As Saving documents using different formats
9	MS Word	Selecting text, then formats Inserting, Deleting, Undo and Redo, Copying text within a Document Moving (Cutting) text within a Document Using the Clipboard, Printing options, printing only odd or even pages, Printing part of a document, printing more than one page of a document per printed sheet, previewing and printing a document, Removing items from the Office Clipboard.
10	MS Word	Font type, Font size, Grow Font and Shrink font, Font size Keyboard Shortcut keys, Bold, Italic, and Underline, Subscript and Superscript, Case Changing, Font Color, Copying text Formatting, Removing Formatting.

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11	MS Word	Paragraph marks, line break, Aligning text, Indenting paragraph, Applying line spacing, Applying Bullets to a list, Applying Numbering a list, Modifying bullet and numbering formatting, Removing Bullet or Numbering formatting, Finding text, Replacing text, Applying styles to a word, line or paragraph, Applying and modifying multilevel list formatting.
12	MS Word	Inserting Cover Page, Blank Page and Inserting Page Breaks, Inserting a table, Selecting and Editing text within a table, Inserting cells, rows, columns or the entire table, Inserting and deleting rows and columns, Modifying columns width or row height, Merging cells within a table, Modifying cell alignment and margins, text direction within cell, Controlling row breaking across pages, performing a single row, column sorting, Converting a table to text, Modifying cell borders, adding shading to cells, Modifying cell border width, Table color and style.
13	MS Word	Inserting Pictures, Clip Art, Shapes and Smart Art, and Inserting a Chart, Selecting, resizing and deleting graphics, Copying or moving graphics, Applying different headers and footers to sections, Editing text within a header or footer, Applying different headers and footers first page, Applying different headers and footers odd and even pages, Inserting hyperlinks, editing a hyperlink and removing hyperlink, What are Text Boxes (Placeholders), Resizing a text box, Moving a text box, Inserting Date and Time.
14	MS Word	Page Margins, Changing the page size, Page orientation and paper size, Applying column formatting to an entire document, Applying column formatting to just selected text, Changing number of columns within a column layout, Inserting and removing lines between columns, Inserting column break, Deleting column break, Exam-2, Doubts Clarification.
15	MS Word	Adding a border, Modifying your border, Adding shading, Applying borders to selected text, Inserting Page Color, Adding a pre-defined Watermark, Adding a custom text watermark, Removing a watermark, Modifying a text watermark, Adding a picture watermark, Inserting special Characters and symbols, Inserting Formulas, Editing Formulas,
16	MS Word	What are styles, Applying styles, Types of styles, Creating a paragraph styles, Creating a character styles, Modifying a styles, Enabling automatic styles updating, Deleting a styles, Applying inline text wrapping formatting to a picture, Applying Square wrapping formatting to a picture, Applying Tight wrapping formatting to a picture, Applying In front of text wrapping formatting to a picture, Applying wrapping formatting to a Auto Shape, to a Chart, to a Photograph, to a diagram, Text wrapping options within table.
17	MS Word	Using Auto Format, Creating, modifying and deleting an Auto Correct entry, Creating and inserting Autotext, Modifying a Autotext, Deleting a Autotext, Inserting footnotes, Editing and formatting footnotes, Inserting endnotes, Editing and formatting



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		endnotes, Converting footnotes to endnotes, Converting endnotes to footnotes, Creating a tables of contents, Updating a table of contents, Creating and Updating a tables of figures, Creating index entries, Making an index sub-entry, Compiling and updating an index.
18	MS Word	Starting the Mail Merge Wizard, Mail Merge Wizard Step 1 to 6 Select document type, Mail Merge Wizard Step 2 to 6 Select Starting document, Mail Merge Wizard Step 3 to 6 Select recipients, Mail Merge Wizard Step 4 to 6 Write your letter, Mail Merge Wizard Step 5 to 6 Preview your letter, Mail Merge Wizard Step 6 to 6, Creating a mailing list to be used within a mail merge, Merging a mailing list to produce labels, Editing and sorting a mail merge recipient list.
19	MS Word	Spell Checking a document, Adding words to the built-in custom dictionary, Removing a word from the spell checking dictionary, Tracking changes, Accepting or rejecting changes, Inserting comments, Displaying and editing comments, Comparing documents, Creating and protecting form text fields, Creating and protecting form check boxes, Inserting and protecting form drop-down menus, Modifying form fields, Protecting a form, Password protecting a form, Adding opening document protection, Removing open password document protection, Adding No Modifications document password, Allowing only tracked changes or comments,
20	MS Word	Switching between open documents, Tiling or cascading documents on your screen, Comparing documents side by side, Copying or moving selected items between documents, Macro to change page setup, Macro to insert a table with a repeating heading row, Macro to insert fields into a header or footer, Assigning a macro to a button on a toolbar.
21	MS Excel	Starting the Excel Programme, What is the Active Cell, Entering numbers and text, Entering a data, What is Worksheet and Workbook, Creating a new workbook, Saving a Workbook, Closing Workbook, Opening a workbook, Saving a workbook using another name, Selecting a cell, row and columns, Inserting row and columns into a worksheet, Deleting row and columns into a worksheet, Modifying columns widths using drag and drop, Automatically resizing the column width to fit contents, Modifying row heights, Exam-3, Doubts Clarifications.
22	MS Excel	Copying a cell or range contents within a workbook, Deleting cell contents, Moving the contents of a cell or range within a workbook, Editing cell content, Undo and Redo, Copying data between worksheets, Moving data between worksheets, Auto fill, Copying a data range using Auto fill, Sorting a cell range, Find and replacing data, Switching between worksheets, Renaming a worksheet, Inserting a new worksheet Deleting a worksheet, Copying a worksheet within a workbook, Moving a worksheet within a workbook, Copying and Moving a worksheets between workbooks.
23	MS Excel	Font Size, Font Type, Bold, Italic, Underline formatting, Cell border formatting, Formatting the background color, Formatting the font



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		color, Aligning the contents in a cell range, Centering a title over a cell range, Cell orientation, Text wrapping, Aligning cell contents vertically, format painter, Number formatting, Decimal point display, Currency symbol, Date Styles, Percentage, Applying Percentage formatting to a cell or range, Students Marks list (Total, Result, Average, Grade and Rank).
24	MS Excel	What is function, Common functions, Sum function, Average function, Max function, Min function, Count function, What are IF function, Using the IF function, Creating formulas, The easy way to create formulas, Copying formulas, Using operators in formulas, Formula error messages, Relative cell referencing within formulas, Absolute cell referencing within formulas, Employment Tab.
25	MS Excel	Inserting a column chart, Inserting a line, bar and pie charts, Resizing a chart, Deleting a chart, Changing the chart background color, Changing the column, bar, line or pie slice colors in a chart, Modifying the legend fill color, changing the chart type, Modifying charts using the Layout tab, Copying and Moving charts within a worksheet, Copying and Moving Charts between worksheets and workbooks, Inserting image into chart columns.
26	MS Excel	Worksheet Margins, Orientations, and page size, Headers and footers, Scaling your worksheet to fit a pages, Displaying gridlines when printing, Visually check your calculations, printing titles on every page when printing, Printing the Excel row and columns headings, Spell Checking, Applying styles to a range, Conditional formatting, custom number formats, Naming a cell ranges, Removing a named range, Named cell ranges and functions, Current Bill.
27	MS Excel	Copying or moving worksheets between workbooks, Splitting a Window, Hiding rows and Columns, Hiding Worksheet, Un Hiding rows and Columns, Un hiding worksheets, Creating Paste Special to add, Subtract, Multiply, and Divide, Using Paste Special values, Creating and using a pivot table, Automatically grouping data in a pivot table and renaming groups, Manually grouping data in a pivot table and renaming groups,
28	MS Excel	Filtering and sorting data with a pivot table, Sorting data by multiple columns at the same queries, Applying a pre-installed custom sort, Creating a customized list and performing a custom sort, Removing a customized list, Using Auto Filter, Using Auto filter to perform multiple queries, Top 10 Auto filter, Removing all Auto filters from a worksheet, Sub totaling, Removing Sub-totals, Enabling or disabling the track changes, Sharing, comparing and merging worksheets, Exam -4, Doubts Clarification.
29	MS Excel	Inserting the current time and date, Nested functions, Time and Date functions-TODAY, NOW, DAY, MONTH, YEAR, Mathematical functions-SUMIF, ADDITIONS, SUBTRACTS, DIVISION, Logical functions- IF, AND and OR, Statistical functions-COUNT, COUNTIF, RANK, Text functions-LEFT, RIGHT, CENTRE, Lookup functions-VLOOKUP, HLOOKUP.



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30	MS Excel	Freezing row and column titles, Macro to change the page set-up, Macro to apply a custom number format, Macro to format a cell range, Macro to insert fields into the header or footer, Assigning a macro to a button on the Quick Access toolbar, Deleting macros, Creating and protecting form text fields, Creating and protecting form check boxes, Inserting and protecting form drop-down menus, Protecting a form, Password protecting a form, Track Changes, Accepting or rejecting changes, Inserting comments, Displaying and editing comments, Deleting comments, Showing or hiding comments, Comparing documents.
31	MS Power point	Opening Power Point, Opening a new Presentation, Inserting a new slide, Saving a Presentations, Saving a Presentation using a different names, Closing a presentations, Closing Power Point, Opening multiple presentations, Undo and Redo, Font formatting options, Changing the font type, Changing font size, Increasing or decreasing the font size, Bold, Italic or Underline formatting, Strikethrough effects, Shadow effects, Character effects, Character spacing Changing case, Font Color, Clearing all text formatting.
32	MS Power point	Selecting Text, Moving text within a slide, Moving text between sliders within a presentation, Copying a text within a slide, Deleting text, using find and replace, Text Alignment, Columns, Modifying bullet point formatting, Using numbering instead of bullet points, Changing the list level, Indenting bulleted text, What is the difference between line spacing and paragraph spacing, Line spacing, Paragraph Spacing, What are the Text Boxes, Resizing a Text Box, Moving a text Box, Text Direction, Text alignment within a text box, Text Auto fit, Using the formatter Painter,
33	MS Power point	Inserting Pictures, Clip Art, Shapes, and Organization charts, Selecting an Illustration, Moving an Illustration, Copying, Deleting and Resizing an Illustration, Copying Illustrations between presentation, Moving Illustration between presentation, Picture brightness and contrast, Picture color mode, Re- Coloring and resetting pictures, Compressing Pictures, Inserting text into a shape, Inserting perfect circles or perfect squares, Inserting a line, Inserting SmartArt.
34	MS Power point	Grouping and Ungrouping objects, Inserting Charts, Chang the chart type, Changing the background color in the chart, Charting column, bar, line or pie slice colors in chart, Adding data labels to a chart, What is an organization chart, Creating an organization chart, Removing Organization, Moving slides within a presentation or between presentation, Copying slides within a presentation, Deleting a slide or slides, Copying slides between presentation, Moving slides between presentation, Inserting a picture clip art into a master slide, Removing Graphic from master slide, Creating a Header and Footer, Deleting a Header and Footer, Inserting Slide number, Inserting Date and time.
35	MS Power	Applying Themes, Modifying a theme and saving it as a new theme,



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	point	Setting a themes as the default theme, Deleting themes, Applying background, Rules and Gridlines, positing a graphic, Distributing graphics horizontally and Vertically on a slide, Cropping a graphic, Re scaling picture, Converting a clip art to an auto shape and then editing the auto shape, Applying a background graphic to a single slide, Hiding the background graphic a single slide, Applying a background graphic to multiple slides, Hiding the background graphics o multiple slides, Applying a background graphics to every slide, hiding the background graphic on every slide, Exam-5, Doubts Clarifications.
36	MS Power point	Auto shape background fill effects, Auto shape transparency effects, Auto shape effect, Auto shape Format Painter, Auto shape Defaults, Using Movies, Using Sounds, Creating Custom Animation Effects, Modifying custom animation settings, changing custom animation to bulleted paragraphs, Animation chart columns by series, Animating or not animating the chart grid and legend, What is a slide master, Inserting Slide Master, Editing a Slide Master, Customized Slide Masters, Running a slide show, Slide show transition effects, Slide show animation effects, Removing transition effects, Modifying slide show animation effects, Removing animation effects, hiding slide, Displaying hidden slides.
37	MS Power point	Creating custom slide shows, Editing a custom slide show, Copying and deleting custom slide shows, Slide show transitions and timings, Applying settings slide shows, setting slide show timings, Enabling or Disabling slide show animations, Controlling slide show, Spell Checking, Using portrait or Landscape slide orientation, Merging all the slides from one presentation into another presentation, Selecting your output each slide before printing, Printing a presentation.
38	MS Access	Opening Access, Creating a New Blank Database, What is a database, What are databases used for, What is a relational database, What is a table, What is a record, What is field, What is data, The difference between data and information, Data type, Common uses of large-scale databases, Each data in a database should contain data related to a single subject, Each field in a table should contain only one element of data, Opening a database, Saving a table, Adding and renaming field, using datasheet view, using design view, Changing the view, Adding fields design View.
39	MS Access	Moving a column to rearrange the column order, Adding records to a table, Closing a database, Closing an object-table, Renaming an object-table, Editing data within a record, Deleting data within a record, using the undo command, Deleting a single and multiple record, Save as, Deleting a table, Text Filters, Applying a single filter, Clearing a single filter, Creating multiple filter, Clearing a multiple filter, Sorting, Table relationship, One to one relationship, one to mane relationship, many to many relationship, Creating relationships between tables, Cascade options, Cascade update related fields, enabling cascade options Deleting relationships.

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40	MS Access	Modifying records, Deleting records, Adding records using a form, Adding or deleting text in a record using a form, Closing forms, opening forms, Deleting forms, Filtering a form, Removing a filter form a form, Inserting and modifying a form header and footer, What are queries, Creating a simple query, Adding and removing criteria to a query, Running a query, Saving a query, Creating a two table query and sorting the results, Deleting a query, Hiding and un hiding fields within a query, What are reports, Creating a simple reports, Modifying the layout of a report, Modifying the report title, Auto formatting a report, Modifying field names within a report, Inserting and formatting the date and time, Adding available field to a report, Resizing reports for printing, Closing a report, Deleting a report, Considerations before printing, Print previewing, setting margins, printing a complete table, Printing selected records, printing a query or report, Print.
41	Internet Concepts	How to create a mail, how to attach a file, how to send a file, how to search any file, how to download a file. Digital Payments.
42		Over all Exam-6, Doubts Clarification
43		Interviews.
44		Valedictory.