

ESSENTIAL COMPUTER SKILLS 2026-27

GUSEC331

Course Objectives

1. To equip learners with essential skills in Microsoft Word, PowerPoint, and Excel for professional and business applications.
2. To enhance productivity by mastering document creation, presentation design, and data management techniques.
3. To develop proficiency in utilizing advanced Microsoft Office tools for efficient decision-making and problem-solving in business environments.

Learning Outcomes

1. Demonstrate the ability to create, format, and manage professional documents, presentations, and spreadsheets effectively.
2. Apply advanced Microsoft Office functions such as data analysis, automation, and visualization to enhance business operations.
3. Utilize Microsoft Office tools to improve workflow efficiency, collaboration, and communication in professional settings.

Syllabus:

Unit 1: Mastering Document Creation and Formatting in Gujarati (Microsoft Word) – 10 Hours

This unit focuses on developing proficiency in Microsoft Word, covering essential tools and formatting techniques required for professional document creation. All of this will be covered with **Gujarati typing**

Basic formatting and editing in Microsoft Word. Page setup and insert options. SmartArt, charts, text boxes, and hyperlinks. Document structuring. Advanced document features. Navigation and collaboration. **Gujarati typing**.

Unit 2: Presentation and Data Management with Gujarati typing (Microsoft Excel and PowerPoint) – 10 hours

This unit covers **both PowerPoint and Excel**, helping learners master the art of **creating impactful presentations and analyzing business data** efficiently. It also includes working with **Gujarati typing** in both applications.

Microsoft PowerPoint: Introduction, slide formatting, paragraph formatting, drawing tools, inserting tables, charts, pictures, icons, 3D models, and SmartArt. Multimedia integration. Enhancing presentations. Built-in templates and Quick Access Toolbar.
Microsoft Excel: Basic operations and mathematical functions, formatting techniques, and data types. Data visualization. **Gujarati typing for data entry and reports.**

Unit 3: Practical Implementation with Gujarati typing – 25 Hours

This unit is **practical-based**, allowing students to apply the skills learned in **Microsoft Word, PowerPoint, and Excel** to **real-world business scenarios**. Learners will complete hands-on projects, assignments, and case studies, focusing on efficiency and problem-solving. **Typing and formatting business documents, presentations, and reports in Gujarati.**

- Hands – on with Gujarati keyboard
- Document creation in word, excel and powerpoint
- Business reports formatting and creating in Gujarati,
- Designing and formating tables, and charts in reports.
- Designing and formating tables, and charts in presentation.
- Designing and formating tables, and charts in excel.
- Presentation design using power point
- Professional slides with animations and media elements.
- Excel-based financial planning, budgeting, and dashboards.

Course Requirements:

- Microsoft Office must be installed on the system.
- Gujarati fonts