

MS OFFICE PRACTICAL – I

UNIT – I

MS WORD - Chairman's speech/ Auditor's Report/Minutes/Agenda-Invitation-Class time Table-Mail merge-Bio-Data.

UNIT – II

MS EXCEL - Mark List-Final Accounts-Charts-Simple and compound Interest-Product Life cycle.

UNIT-III

MS POWER POINT - Product Presentation – Organization Charts – News presentation – Organization Slide - Seminar.