



ST. THOMAS COLLEGE PALAI

UGC Approved College with Potential for Excellence
Reaccredited by NAAC with A Grade (CGPA 3.30)

Syllabus for Vocational Education and Training (VET) Course

MS – Word Processing

Course Code	:	STCVE016
Course Coordinator	:	Jomy Joseph In-Charge Computer Centre
Maximum intake	:	50
Eligibility	:	<i>Any regular UG or PG student of the College</i>

Objective:

(1) To provide students a hands on experience in word processing using MS Word package

Module 1 Introduction:

Features-Word User Interface Elements; Creating new documents

Module 2 Editing and Formatting:

Basic Editing, Saving a document ; Printing a Document; Print preview, Font formatting, Setting tabs-Page Margins, Indents; Paragraph formatting; Headers and Footers

Module 3 Advanced Options:

Mail Merging; Spelling and Grammar checking; Thesaurus; Macros ; Word art

Theory: **20%** & Practical: **80%**