

REGIONAL TRAINING INSTITUTE, SHILLONG

COURSE SCHEDULE

Course Name: Computer Skills – MS Word, Excel and Power Point (Advanced) (*Sl.No. 11 of COTP 2022-23*)

Course Duration: 13-02-2023 to 17-02-2023

Session Timings	
Session 1:	10:00 AM – 11:15 AM
Session 2:	11:30 AM – 12:45 PM
Session 3:	01:45 PM – 03:00 PM
Session 4:	03:15 PM – 04:30 PM

Break Timings	
First Tea Break:	15:15 AM – 11:30 AM
Lunch Break:	12:45 PM – 01:45 PM
Second Tea break:	03:00 PM – 03:15 PM

Day / Date	Session Time	Topic	Faculty
Day 1 13-02-2023 Monday	10:00- 10:15	Inauguration and Course Briefing : -	Director General, RTI Shillong
	Session I 10:15 - 11:15	Entry Knowledge test. MS Word -S1 : Understanding the difference between MS office 2013 and the earlier versions. Migrating from Menu style to Ribbon Style of commands About MS- Word, Typing, Editing, Saving file	Rothan L Gangte, CF(IT), RTI Shillong
	Session II 11:30 - 12:45	MS Word- S2 : Character & paragraph formatting Bordering and shading paragraph Page formatting, Setting paper size and page orientation. Working with Margin.	-do-
	Session III 13:45 - 15:00	MS Word- S3: Dividing document into sections, Header & Footer. Numbering pages. Practice Session	-do-
	Session IV 15:15 - 16:30	MS Word- S4: Creating footnotes & endnotes. Working with comments. Track Changes. Practical Session	-do-
Day 2 14-02-2023 Tuesday	Session I 10:00 - 11:15	MS Word- S5: Working and Modifying a table using formula. Creating a Mail merge. Practical Session	-do-
	Session II 11:30 - 12:45	MS Word- S6: Case study / Practical Exercise	-do-
	Session III 13:45 - 15:00	MS PowerPoint- S1: Overview of MS PowerPoint, Starting power point, Creating a presentation from scratch, Slide layout, Color scheme, Applying design, Saving a opening a power point file. Working with text box, Chart and picture, Working with slide sorter, Slide Master, Slide show and slide view.	-do-
	Session IV 15:15 - 16:30	MS PowerPoint - S2: Practice Session	-do-

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Day 3 15-02-2023 Wednesday	Session I 10:00 - 11:15	MS Excel -S1: MS-Excel About cells & Entering data, Basic Edit, undo & saving & retrieving file.	Anjanav KN, Auditor, RTI, Shillong
	Session II 11:30 - 12:45	MS Excel -S2: Changing column width, inserting & deleting rows & columns and cells, Working with series, working with range, Copying cell contents, Simple formula & sum function. Working with formula & Functions.	-do-
	Session III 13:45 - 15:00	MS Excel -S3 : Practice Session	-do-
	Session IV 15:15 - 16:30	MS Excel -S4 : Practice Session	-do-
Day 4 16-02-2023 Thursday	Session I 10:00 - 11:15	MS Excel -S5 : Working with formula and Functions like vlookup, hlookup etc and linking different sheets, sort and filter including advanced filter, conditional formatting, creating pivot table.	Chazoufelie Kire, Sr. Accountant, RTI, Shillong
	Session II 11:30 - 12:45	MS Excel -S6 : Contd. - Working with formula and Functions like vlookup, hlookup etc and linking different sheets, sort and filter including advanced filter, conditional formatting, creating pivot table.	-do-
	Session III 13:45 - 15:00	MS Excel -S7 : Practice Session	-do-
	Session IV 15:15 - 16:30	MS Excel -S8 : Practice Session	-do-
Day 5 17-02-2023 Friday	Session I 10:00 - 11:15	MS Excel -S9 : Create & Save Graph - With Exercise	Rothan L Gangte, CF(IT), RTI Shillong
	Session II 11:30 - 12:45	MS Excel -S10 : Case Study / Practical Exercise	-do-
	Session III 13:45 - 15:00	Course end test	-do-
	Session IV 15:15 - 16:30	Valediction Programme	Director General, RTI Shillong