

9 Lessons to Become a
Microsoft Office
POWER USER



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Microsoft Office Power User

Guillaume Favre

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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Subject Specific Skills consists of four units These units are Introduction to IT ITeS industry Data Entry and Keyboarding skills Digital Documentation Electronic Spreadsheet and Digital Presentation The last three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS PowerPoint software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher s Resource Book Overview of the chapters Lesson plan Answers of the exercise We hope that this book will meet the needs and requirements of the students and teachers as laid down in the syllabus Any suggestions for further improvement of the book will be most welcomed Authors

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