

Approved Syllabus of CPE

Module D		
Computer Practical Examinations		
S. No.	Contents	
1	Microsoft Windows and Internet	
	1.1	Windows Accessories
	(a)	System Tools
	(b)	Communication & Entertainment
	(c)	Accessibility
	1.2	Windows Keyboard Shortcuts
	1.3	Basic Networking Tasks
	(a)	Sharing drives, folders and devices
	(b)	Protecting files and folders on a network
	1.4	Core Windows Tasks
	(a)	Customizing Desktop and Start Menu
	(b)	Working with files and folders
	(c)	Managing Windows
	(d)	Logging on and off
	(e)	Searching for information
	1.5	Protecting your computer
	(a)	Locking the computer
	(b)	Screen Saver password
	(c)	Password reset disk
	1.6	Windows Firewall
	1.7	Internet
	(a)	Internet browsing
	(b)	Making a dial-up connection
	(c)	Internet explorer
	(d)	Commonly used Internet search engines and web based email services
	(f)	Voice and video chatting
2	Microsoft Excel	
	2.1	Organizing and Analyzing Data
	(a)	Construction and application of customised formulas
	(b)	Application of advanced filters
	(c)	Performing data analysis using automated tools
	(d)	Creating PivotTable and PivotChart reports
	(e)	Application of built in functions and formulas
	(f)	Use of Tools menu commands like Goal Seek and Formula Auditing etc
	(g)	Defining, modifying, and using named ranges
	2.2	Formatting Data and Contents
	(a)	Creating and modifying customised data formats
	(b)	Using conditional formatting
	(c)	Formatting charts and diagrams

Approved Syllabus of CPE

S. No.	Contents	
	2.3	Sharing and Security
	(a)	Protecting cells, worksheets, and workbooks
	(b)	Sharing workbooks
	(c)	Merging workbooks
	(d)	Tracking, accepting, and rejecting changes to workbooks
	2.4	Managing Data and Workbooks
	(a)	Importing and exporting data to and from Excel
	(b)	Creating and editing templates
	2.5	Customizing Excel
	(a)	Customizing toolbars and menus
	(b)	Creating, editing, and running macros
3	Microsoft Word	
	3.1	Formatting Contents
	(a)	Creating custom styles for text, tables, and lists
	(b)	Inserting and modifying objects
	(c)	Creating and modifying diagrams and charts using data from other sources
	3.2	Organizing Contents
	(a)	Sorting contents in lists and tables
	(b)	Performing calculations in tables
	(c)	Modifying table formats
	(d)	Preparing letters, labels and envelopes using mail merge tools
	3.3	Formatting Documents
	(a)	Creating and modifying document background
	(b)	Creating and modifying document index and table of contents
	(c)	Inserting and modifying endnotes, footnotes, captions, and cross-references
	3.4	Managing Word Documents
	(a)	Application of Track Changes tool
	(b)	Publishing and editing Web documents
	(c)	Managing document versions
	(d)	Protecting and restricting documents
	(e)	Ways of viewing a Word document
	3.5	Customizing Microsoft Word
	(a)	Creating, editing, and running macros
	(b)	Customizing menus and toolbar
4	Microsoft PowerPoint	
	4.1	Creating Contents
	(a)	Creating new presentations from templates
	(b)	Inserting and editing text-based contents
	(c)	Inserting and editing tables, charts, diagrams, pictures, shapes, graphics and objects

Approved Syllabus of CPE

S. No.	Contents	
	4.2	Formatting Contents
	(a)	Formatting text-based contents
	(b)	Formatting pictures, shapes, and graphics
	(c)	Formatting slides
	(d)	Applying animation schemes
	(e)	Applying slide transitions
	(f)	Customizing slide templates
	(g)	Working with slide master
	4.3	Managing and Delivering Presentations
	(a)	Tracking, accepting, and rejecting changes in a presentation
	(b)	Adding, editing, and deleting comments in a presentation
	(c)	Comparing and merging presentations
	(d)	Setting up slide shows for delivery
	(e)	Rehearse timing
	(f)	Printing slides, outlines, handouts, and speaker notes
	(g)	Exporting a presentation to another Microsoft Office program
5	Microsoft Access	
	5.1	Structuring Databases
	(a)	Creating and modifying tables
	(b)	Defining and modifying field types
	(c)	Creating and modifying one-to-many relationships
	(d)	Creating and modifying queries, forms and reports
	5.2	Managing Databases
	(a)	Entering, editing, and deleting records
	(b)	Importing and exporting data to and from Access
	(c)	Compacting and repairing databases
	(d)	Creating and modifying calculated fields and aggregate functions
	(e)	Sorting records
	(f)	Filtering records
6	Microsoft Project	
	6.1	Task Management
	(a)	Defining the project
	(b)	Defining general working times
	(c)	Listing the tasks in the project
	(d)	Organizing tasks into phases
	(e)	Scheduling tasks
	(f)	Linking to or attaching more task information
	(g)	Adding columns of customised information
	(h)	Setting deadlines and constraints

Approved Syllabus of CPE

S. No.	Contents	
	6.2	Resource Management
	(a)	Specifying resources (people and equipment) for the project
	(b)	Defining working time and availability of resources
	(c)	Assigning resources to tasks
	(d)	Linking to or attaching more resource information
	(e)	Adding columns of customised information
	6.3	Project Tracking
	(a)	Saving a baseline to compare with later versions
	(b)	Incorporating progress information into the project
	(c)	Checking the progress of the project
	(d)	Tracking risks and issues associated with a project
	6.4	View and Report Project Status
	(a)	Selecting and modifying views and reports
	(b)	Viewing critical tasks, allocation of resources and project costs
	(c)	Sharing project information with other applications
	(d)	Changing the look or contents of the Gantt chart
7	Microsoft Outlook / Outlook Express	
	7.1	Messaging
	(a)	Originating and responding to e-mails and instant messages
	(b)	Attaching files to messages
	(c)	Creating and modifying a personal signature for messages
	(d)	Modifying e-mail message settings and delivery options
	(e)	Creating and editing contacts
	7.2	Scheduling
	(a)	Creating and modifying appointments, meetings, and events
	(b)	Customizing calendar settings
	(c)	Creating, modifying, and assigning tasks
	7.3	Organizing
	(a)	Creating and modifying distribution lists
	(b)	Linking contacts to other items
	(c)	Creating and modifying notes