1. Category-I: (HSSLC/HSSLC in Science):

**Syllabus for MS-Word:**
- Document creation
- Basic formatting
- Editing
- Alignment and Printing

**Syllabus for MS-Excel:**
- Basic functionalities of Excel
- Basic formulae
- Alignment and Printing

**Syllabus for MS-Power Point**
- Document creation
- Basic formatting
- Alignment and Printing

2. Category-II: (Bachelor Degree):

**Syllabus for MS-Word:**
- Document creation
- Formatting Document
- Table creation and Editing
- Alignment and Printing

**Syllabus for MS-Excel:**
- Intermediate level formatting
- Intermediate formulae
- Conditional maths and validation
- Alignment and Printing

**Syllabus for MS-Power Point:**
- Document creation
- Intermediate formatting
- Alignment and Printing
3. Category-III: (Degree with Diploma/ Library Science):

Syllabus for MS-Word:
- Document creation and editing
- Detailed formatting
- References
- Table creation and editing
- Creating numbered or bulleted list and modifying characters.
- Alignment and Printing

Syllabus for MS-Excel:
- Detailed Tables
- Detailed formulae
- Formatting and Printing
- Pivoting
- Lookup methods
- Using Chart wizards

Syllabus for MS-Power Point:
- Document creation
- Detailed formatting
- Tables, Chart
- Alignment and Printing