

Sri Sathya Sai College for Women, Bhopal

(An Autonomous College affiliated to Barkatullah University, Bhopal)

(NAAC Accredited 'A' Grade)



SYLLABUS

SESSION: 2023-24

Course Type: Certificate Course

Course Title : M.S. Office

**Additional Credit Course for I, II and III Year [N.E.P.]
Certificate Course for P.G. / B.Ed. [Non N.E.P. Course]**

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Syllabus

(Session 2023-24)

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| Course Type | Certificate Course |
| Course Title | M.S. Office |
| Course Details | Additional Credit Course for I, II and III Year [N.E.P.] Certificate Course for P.G. / B.Ed. [Non N.E.P. Course] |
| Credit Value | 2 Credits |
| Max.Marks: 70 [Th], 30 [Pr] | Min. Marks: 24 [Th], 11 [Pr] |

Course Learning Outcomes(CLO): On the completion of this course student will be able -

1. To use keyboard shortcuts to performs tasks.
2. To create a new document, open, save and print a document.
3. To edit and format text, change the page layout, background and borders.
4. To modify power point custom template presentation.
5. To insert clip art and pictures to documents.
6. To Create and manage professional documents using word.
7. Analyze, manage and present data using excel.
8. Create and manage presentation using power point.
9. To insert a table, picture, or drawing into the document.
10. To navigate the start menu to locate programs. Files, and setting & Create files and folders

Particular

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|----------------|--|
| Unit-I | MS. Word: Introduction, Feature & area of use. Working with MS Word: Ribbon tabs-Homes, Insert , Page Layout, Reference, Mailings, Review and View, Using word to create a new document, open, Save and print a document, edit and format text, change the page layout background and borders, insert headers and footers, insert and edit tables, insert clip art and pictures to documents. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Data and Time option in Word. Creating project abstract Features to be Covered:- Formatting Styles, Inserting Table, Bullets and Numbering Changing Text Direction, Cell alignment, Footnote,Hyperlink, Symbols, Spell Check, Track, Changes. |
| Unit-II | Creating a Newsletter: Features to be Covered:- Table of Content, Newspaper columns , Image from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs Creating a Feedback form- Features to be covered – Forms, Text Fields Inserting Objects Mail Merge: Creating Custom document, Creating main document. Crating data source, editing data source, Opening a data source, sorting the data source, finding a record in data sources, editing main document, sorting merged documents, filtering merged documents, printing merged documents, |

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| | Merging onto) letterhead, using different data sources with a single main document |
| Unit-III | <p>MS EXCEL : Introduction to excel interface understanding rows and columns, Naming cells, Working with excel workbook and sheets Formatting excel work book, New, Open, Close, Save, Save As Formatting Text: Font size Font Style, Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns Rows & Cells, Perform Calculations with Functions, Creating Simple Formulas Setting up your own formula, Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference, Functions.</p> <p>Calculations-Features to be covered : Cell Referencing, Formulae in excel- average, Standard deviation, Charts, Renaming and Inserting worksheets, Hyper Linking, Count function, Mathematical Functions, Statistical Functions, Text Functions. Sort and Filter Data with Excel Sort and Filtering data Using number filter, Text filter, Custom filtering Removing filters from columns, Conditional formatting.</p> |
| Unit-IV | <p>Create Effective charts to Present Data Visually inserting Column, Pie chart etc. Create an effective chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart Styles, Editing chart data rang Editing data series, Protecting and Sharing the work book Protecting a workbook with a password. Allow user to edit ranges, Track changes, Working with Comments.</p> <p>Insert Excel Objects and Charts in Word, Use Macros to Automate Tasks creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook.</p> <p>Performance Analysis – Features to be Covered: Split Cells, freeze panes, group and outline, Sorting Boolean and logical Operators, Conditional formatting Cricket Score Card creation – Features to be covered:- Pivot Tables Interactive Buttons, Importing Data, Data Protection Data Validation</p> |
| Unit-V | <p>Creating PowerPoint Presentations: Making Presentation which demonstrate use of Hyperlinks, Inserting –Images Clip Art, Audio Video, Objects Table and Charts.</p> <p>Create Master Layouts (Slide, Template, and notes), Types of View (basic, Presentation, Slide Slotter, notes etc,) Inserting – Background, textures, Design Templates, Hiddent slide, Auto Content Wizard, Slide Transition, Custom Animation, Auto Rehearsing</p> |

Suggested Books:-

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| 1 | Microsoft Office 97 | Will Train,Gini Courter, Annette Marquis | BPB Publication |
| 2 | MS Office 2000 for Everyone: | | |
| 3 | Writter’s Guide to Microsoft Word : | Kari Holloway | |
| 4 | Access 2016 Bible: | Michael Alexander, Richard Kuselikha | |
| 5 | Excel 2019 : | Greg Harvey | |

Suggested Digital Platforms, Web Links

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| 1. | https:// www.youtube.com/watch?v=Zv3XMBb3V6A |
| 2. | http://www.digimat.in/nptel/courses/video/121106007/L12.html |
| 3. | https://www.webucator.com/how-to/how-use-mail-merge-microsoft word. cfm |

Andee

Harvey

Akumar

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ON

BPB

List of Practicals

1. Create a document and apply different formatting options.
2. Design a Greeting Card using Word Art for different festivals.
3. Creative your Bio-data and use page borders and shading.
4. Creative a document and insert header and footer, page title etc.
5. To create a document, set the margins, orientation, size, Column, Water mark, page, color and page Borders.
6. Insert a table into the document. Prepare a mark sheet of your class subjects.
7. Apply the creating, editing, saving, printing securing & protecting operations to an excel spreadsheets.
8. Prepare a bar chart & pie chart for analysis of five year results of your institute.
9. Work on the following exercise on a workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
10. Prepare an Attendance sheet of 10 students for any 6 Subjects of your syllabus. Calculate their total Attendance, total percentage of attendance of each student & average of attendance.
11. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
 - a. Sort data by Name
 - b. Filter data by Class
 - c. Subtotal of no.of students by Class.
12. Apply themes and layouts to power point slides and insert pictures. Graphics, shapes, and tables into Presentation.
13. In power point slide make use of adding transitions and animation & Working with master Slides.
14. Create a excel worksheet and perform computations using available data and using mathematical Functions chosen from menus.



Handwritten signatures in blue ink, including names like 'Alke', 'Akeman', and others.