



LOKNETE DR.BALASAHEB VIKHE PATIL. (PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S

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ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI

ID.No. PU/AN/ACS/78/2004

College code No.757

A/p.Alkuti, Tal.Parner, Dist.Ahmednagar. Pin-414305



Department of Physics

Syllabus

MS-Office

Name of Course: Ms Office

Duration: 30 Hrs

Objectives:

- To know how to use the most common Microsoft Office programs
- To be able to create documents for printing and sharing
- To be able to create and share presentations
- To be able to manage and store data in a spreadsheet

Syllabus

Chapter 1: Ms-Word

7 Lect.

- Introduction to MS word-opening MS-word, parts of MS-word.
- Editing - Selection Text, Copying Text, Moving Text & Change Case, Working with Multiple Documents, Moving around the Documents, Correcting Mistakes, Inserting Text, Insert & Type over mode.
- Saving and printing text documents
- Font and paragraph formatting- Working with Alignment, Working with Indentation, Working with Highlight, Working with Font.

- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

Chapter 2: Ms. Excel

7 Lect.

- Introduction to MS-Excel, Introduction, Opening MS-Excel, Parts of MS-Excel Window.
- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

Chapter 3: Ms. Power Point

6 Lect.

- Introduction-Opening new presentation, Parts of PowerPoint window, Opening saving and closing presentations.
- Viewing, creating, and printing slides
- Features of PowerPoint, Background design, Word art, Clip art, Drawings, 3D settings.
- Inserting and deleting slides, arranging slides, slides show, rehearsal, setup show, custom show.
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.

Practical: (MS-Word)

3 Lect.

1. Type a Document Letter in MS Word Using format/style/ modify format/text/Bold/Underline, set text to reasonably large such as 22-pt.
2. Set up one table, with shading and a minimum of 3 rows and 3 columns. List your favorite TV shows in the table.
3. Get the newspaper and see the text-based advertisement and Design that advertisement in Microsoft Word.
4. Try to create similar Header & Footer that you're seeing in the Book
5. Create a document having two columns with page number.

Practical: (MS-Excel)

3 Lect.

1. Entering, Editing and Formatting Data
2. **Modifying Rows and Columns**
3. Create an Excel sheet for students mark sheet of 6 Subjects. Calculate the average, total, pass/fail using functions and formulas
4. Create a bar chart in Excel for Subject wise result.

Practical: (MS-PowerPoint)

4 Lect.

1. Create a Power point presentation of your favorite Sports Player. (Minimum 10 Slides)
2. Insert your favorite Sports Player picture
3. Insert your favorite Sports Player at top with bold font
4. Create a slide for the history of the your favorite Sports Player
5. Create a slide for the achievements of your favorite Sports Player