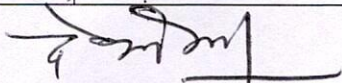
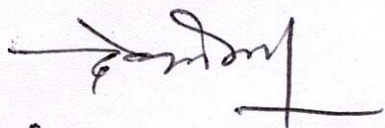


Part A : Introduction			
Program: CERTIFICATE		Class : UG	Year: I year
session :2021-2022			
Subject : M. S. Office			
1.	Course Code	S1-COAP2G	
2.	Course Title	M. S. Office	
3.	Course Type	Elective	
4.	Pre-requisite(If any)	Students should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.	
5.	Course Learning Outcomes (CLO)	<p style="text-align: center;">On the completion of this course student will be able –</p> <ul style="list-style-type: none"> • To Create and manage professional documents using word. • Analyze, manage and present data using excel. • Create and manage presentation using power point. • To insert a table, picture, or drawing into the document. • To prepare the document to be sent as a circular letter. 	
6.	Credit Value	2	
7.	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
Part B: Content Of the Course			
M. S. Office			
Total No. of Lectures =30 (1 hour/lecture per week) :1-0-0			
Unit	Topics		No. of Lectures
I	MS Word: Introduction, Features & area of use. Working with MS Word: Ribbon tabs-Home, Insert, Page Layout, References, 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 Date 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		6
II	Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images 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, creating data source , editing data source, opening a data source, sorting the data source, finding a record in data source, editing main document,		6

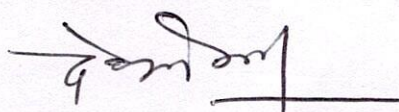

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	sorting merged documents, filtering merged documents, printing merged documents, merging onto letterhead, using different data sources with a single main document.	
III	<p>MS Excel : Introduction to Excel interface Understanding rows and columns, 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>	6
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 range 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>	6
V	<p>Creating PowerPoint Presentations: Making presentation which demonstrate use of Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts</p> <p>Create Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides. Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing</p>	6


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Part C: Learning Resources	
<p>Suggested Digital Platforms, Web links</p> <ol style="list-style-type: none"> 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 4. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752 5. https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576 <p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis ,BPB Publication. 2. MS Office 2000 for Everyone : Saxena Sanjay , s schnd 3. Writer's Guide to Microsoft Word : Kari Holloway 4. Access 2016 Bible : Michael Alexander, Richard Kusleika 5. Excel 2019 : Greg Harvey 6. Microsoft Powerpoint Made Easy : Chris Smith 	

Part D: Assessment and Evaluation(Theory)		
Maximum Marks :		100
Continued Comprehensive Evaluation (CCE):		25
University Exam(UE):		75
Time:02:00 Hours		
Internal Assessment : Continued Comprehensive Evaluation (CCE):	Class Test	15
	Assignment/Presentation	10
	Total	25
External Assessment: University Exam	Section(A): Three Very Short Questions(50 words each)	03 X 03 =09
	Section(B): Four Short Questions(200 words each)	04 X 09=36
	Section(C): Two long Questions(500 words each)	02 X 15=30
	Total	75


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**Part- A
Introduction**

Program: certificate	Class : UG I	Year: 2021	session:2021-2022
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Subject : Computer Application

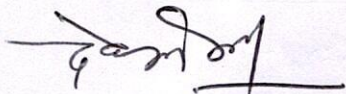
1.	Course Code	S1-COAP2R
2.	Course Title	M S Office (Practical)
3.	Course Type	Generic Elective
4.	Pre-requisite(If any)	
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> • To use keyboard shortcuts to perform tasks. • To create a new document, open, save and print a document. • To edit and format text, change the page layout, background and borders. • To modify power point custom template presentation. • To insert clip art and pictures to documents. • To navigate the start menu to locate programs, files, and settings & create files and folders. <p>To create a word document with customized template.</p>
6.	Credit Value	2
7.	Total Marks	Max. Marks: 25+75 Min. Passing Marks: 33

**Part- B Content Of the Course
M S Office (Practical)**

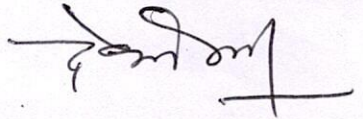
Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)

Practical Lab will be conducted based on the theory Syllabus

	<p>List of Practical</p> <ol style="list-style-type: none"> 1. Create a document and apply different formatting options. 2. Design a Greeting Card using Word Art for different festivals. 3. Create your Bio-data and use page borders and shading. 4. Create 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. 7. Prepare a mark sheet of your class subjects. 	<p>30HRS</p>
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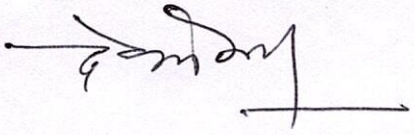
8. Apply the creating, editing, saving , printing securing & protecting operations to an excel spreadsheets.
9. Prepare a bar chart & pie chart for analysis of five year results of your institute.
10. Work on the following exercise on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
11. 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.
12. 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.
13. Apply themes and layouts to power point slides and insert pictures, graphics, shapes, and tables into presentations.
14. In power point slide make use of adding transitions and animation & Working with master slides.
15. Create a excel worksheet and perform computations using available data and using mathematical functions chosen from menus.


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Part -C Learning Resources	
<p>Suggested Digital Platforms, Web links</p> <ol style="list-style-type: none"> 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 4. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752 5. https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576 <p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis ,BPB Publication. 2. MS Office 2000 for Everyone : Saxena Sanjay, s schnd 3. Writer's Guide to Microsoft Word : Kari Holloway 4. Access 2016 Bible : Michael Alexander, Richard Kusleika 5. Excel 2019 : Greg Harvey 6. Microsoft Powerpoint Made Easy : Chris Smith 	

Part D: Assessment and Evaluation(Practical)

Maximum Marks :	100		
Continued Comprehensive Evaluation (CCE):	25		
University Exam(UE):	75		
Internal Assessment	Marks	External Assessment	Marks
Class Interaction	10	Viva vOce on Practical	15
Attendance	5	Practical Record File	10
Assignments(Charts/Seminar/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey/ Industrial visit	10	Table Work/ Experiments	50
TOTAL	25		75


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