

Sri Sathya Sai College for Women, Bhopal

(An Autonomous College affiliated to Barkatullah University, Bhopal)

(NAAC Accredited 'A' Grade)



SYLLABUS

SESSION: 2023-24

PROGRAM: Certificate

YEAR: I Year

CLASS: B.A./B.Com.

COURSE TYPE: Generic Elective

COURSE TITLE: M.S. Office

Sri Sathya Sai College for Women, Bhopal
(An Autonomous College Affiliated to Barkatullah University Bhopal)
Department of Higher Education, Govt. of M.P.
Under Graduate Syllabus (Annual Pattern)

As recommended by Central Board of Studies and approved by the Governor of M. P.
wef 2021-2022
(Session 2023-24)
(NEP-2020)

Class	B.A. / B.Com.
Year	I Year
Subject	Computer Application
Course Title	M.S. Office
Course Type	Generic Elective
Credit Value	4
Max. Mark	30+70 (Minimum Marks 35)
<p>Course Outcome: After the completion of this course, a student shall be able to:</p> <ul style="list-style-type: none"> • Create and manage professional documents using word. • Analyze, manage and present data using excel. • Create and manage presentation using power point. • Insert a table, picture, or drawing into the document. • Prepare the document to be sent as a circular letter. 	

Particular

Unit I	<p>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 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.</p>
Unit II	<p>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</p> <p>Creating a Feedback form- Features to be covered – Forms, Text Fields, Inserting Objects</p> <p>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, sorting merged documents, filtering merged documents, printing merged documents, Merging onto letterhead, using different data sources with a single main document.</p>
Unit III	<p>MS Excel: Introduction to excel interface, Understanding rows and columns, Naming cells, Working with excel workbook and sheets, Formatting excel workbook, New, Open, Close, Save, Save As. Formatting Text: Font size, Font Style, Font Color, Use the</p>

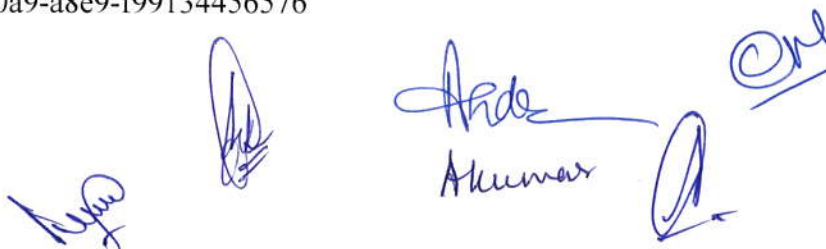
	<p>Bold, Italic, and Underline, Wrap text, Merge and Centre. Currency, Accounting and other formats, Modifying Columns, Rows & Cells, Perform Calculations with Functions, Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and 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 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>
Unit V	<p>Creating PowerPoint Presentations: Making presentation which demonstrate use of Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Table and Charts. 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>

Suggestion Books:

- Microsoft Office 97 Will train: Gini Courter, Annette Marquis, BPB Publication.
- MS Office 2000 for Everyone: Saxena Sanjay
- Writer's Guide to Microsoft Word: Kari Holloway
- Access 2016 Bible: Michael Alexander, Richard Kusleika
- Excel 2019: Greg Harvey
- Microsoft Powerpoint Made Easy: Chris Smith

Suggestive digital platform web links

- <https://www.youtube.com/watch?v=Zv3XMBb3V6A>
- <http://www.digimat.in/nptel/courses/video/121106007/L12.html>
- <https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm>
- <https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752>
- <https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>



Scheme of Marks:

Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE): 30 marks, Term End Exam Theory: 70 marks		
Internal Assessment: Continuous Comprehensive Evaluation (CCE):	Class Test Assignment/ Presentation	30
External Assessment: University Exam Section Time:03.00 Hours	Section (A) Very Short questions Section (B) Short questions Section (C) Long questions	70
		Total 100

Handwritten signatures and initials in blue ink:

- Top left: A stylized signature.
- Top center: A signature that appears to be "Arde".
- Top right: Initials "CM".
- Middle left: A signature that appears to be "Anwar".
- Middle right: A signature that appears to be "Alkumar".
- Bottom right: A signature that appears to be "A".

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Class	B.A. / B.Com.
Year	I Year
Subject	Computer Application
Course Title	MS Office (Practical)
Course Type	Generic Elective
Credit Value	2
Max. Mark	30+70 (Minimum Marks 35)
Course Outcome: After the completion of this course, a student shall be able to do the following:	
<ul style="list-style-type: none"> • To use keyboard shortcuts to performs 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 setting & Create files and folders. • To create a word document with customized template. 	

Particular

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 marksheet of your class subjects.
7. Create a Mail merge document in ms word
1. Prepare a mark sheet of your class subjects.
2. Apply the creating, editing, saving, printing securing & protecting operations to an excel spreadsheets.
3. Prepare a bar chart & pie chart for analysis of five year results of your institute.
4. 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.
5. 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.
6. 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.

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7. Apply themes and layouts to power point slides and insert pictures. Graphics, shapes, and tables into presentation.
8. In power point slide make use of adding transitions and animation & Working with master Slides.
 - a) 9. Create an excel worksheet and perform computations using available data and using mathematical functions chosen from menus.

Suggestion Books:

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- Access 2016 Bible: Michael Alexander, Richard Kusleika
- Excel 2019: Greg Harvey
- Microsoft Powerpoint Made Easy: Chris Smith

Suggested Digital Platforms Web links:

- <https://www.youtube.com/watch?v=Zv3xMBb3V6A>
- <https://www.digimat.in/nptel/courses/video/121106007/L12.html>
- <https://www.webucator.com/how-to/how-use-mail.merge-microsoft-word.cfm>
- <https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0->
- <https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>

Scheme of Marks:

Maximum Marks: 100		
Internal Assessment :	Class Interaction / Quiz Attendance Assignments (Charts / Model Seminar / Rural Service / Technology Dissemination / Report of Excursion / Lab Visits / Survey / Industrial visit)	30
External Assessment:	Viva Voce on Practical Practical Record File Table Work / Experiments	70
		Total 100

