

(Annexure H-7)

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

WORKSHOP ON OFFICE PACKAGE

for

Bachelor of Commerce (Hons.) (Semester – I)

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2023-24



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

Bachelor of Commerce (Honours)

(Session 2023-24)

Bachelor of Commerce (Hons.) Semester I

Course Code	Course Title	Course Type	Hours per week	Credit		Marks			Examination Time (in Hours)	
			L-T-P	L-T-P	Total	Total	Ext.			CA
							L	P		
BCOP-1127	Workshop on Office Package	C	0-0-4	0-0-2	2	50	-	40	10	3

Bachelor of Commerce (Hons.) Semester-I
(Session 2023-24)
COURSE CODE: BCOP-1127
WORKSHOP ON OFFICE PACKAGE

Course Outcomes:

After passing course the student will be able to:

CO1: Create, edit and format word document.

CO2: Manage data in a spreadsheet.

CO3: Represent data in spreadsheet in graphical form and create presentations.

CO4: Apply animations, transitions, narrations and timings on presentations.

Bachelor of Commerce (Hons.) Semester-I
(Session 2023-24)
COURSE CODE: BCOP-1127
WORKSHOP ON OFFICE PACKAGE

Examination Time: 3 Hrs.

Max. Marks: 50

L-T-P: 0-0-2

Practical: 40

Credit: 2

CA: 10

Instructions for the Paper Setter:

- Paper will be set on the spot by the examiner

UNIT-I

Word Processing:

- Shortcuts for navigation, insertion, deletion, and selection
- Formatting fonts with bolding, bullets and numbers
- Creative use of cut, copy and paste
- Format painter
- Tables
- Graphics, Smart Art, watermarks, hyperlinks, print screen function and Word art
- Page numbering
- Borders and shading
- Headers/footers
- Shortcut features like AutoCorrect, quick sections, find and replace
- Page breaks, drop caps
- Spelling, grammar, thesaurus

UNIT-II

Spreadsheets:

- Navigation and keyboard shortcuts
- Text, number and date shortcuts
- Add columns, rows (Autosum, auto-calculate)
- Manual math formulas (average, count, etc.)
- Use “cell references” with formulas
- Copy formulas (fill handle)
- Cut, copy, paste spreadsheets, range, and formulas
- Delete/insert rows and columns

- AutoCorrect
- Print options (orientation, margins, gridlines, header/footer)

UNIT-III

- Create charts to illustrate your spreadsheets; revise and format charts
- Create, sort and filter lists
- Apply formatting options, including conditional formatting

Presentations:

- Slide content: planning, opening slides, sequencing
- Bullet/number slides (variations, sequencing, layout)
- Graphics, shapes (alternatives to bullets; use color to influence mood; use images to reinforce messages)
- Smart art (effective use of diagrams)

UNIT-IV

- Photos and internet photos (formatting options)
- Copy/paste shortcuts (from other programs; linking)
- Create/import org charts, graphs and tables
- Hyperlinks to others programs and the internet
- Insert media clips, movies, sounds
- Views: Slide sorter, Outline, Notes as editing and presentation tools
- Presenting: transitions, animation, hiding slides, pausing and highlighting
- Automatic presentations (narrations, timing)
- Presentation methods to connect with individuals and groups

References:

1. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
2. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications, 2017.
3. Joyce Cox, Joan Lambert and Curtis Frye, Microsoft office Professional 2010 Step by Step, Microsoft Press, 2010.
4. P.K. Sinha, Computer Fundamentals, BPB Publications, 2004.
5. Ebooks at OpenOffice.org
6. R. Gabriel Gurley, A Conceptual Guide to OpenOffice.org3, 2nd Edition.

Note: The latest editions of the books should be followed.