FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

WORKSHOP ON MS-OFFICE PACKAGE

for

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

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2019-20

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR (Autonomous)

Bachelor of Commerce (Hons.) (Semester-I)
(Session 2019-20)
COURSE CODE: BCOP-1127
WORKSHOP ON MS-OFFICE PACKAGE

Course Outcomes:

After passing course the student will be able to:

CO1: gain knowledge about office tools like word processing, spreadsheets, etc.

CO2: understand word processing software to create professional and academic documents.

CO3: create effective presentations useful for corporate tasks.

CO4: use spreadsheet application for data organization and manipulation.

(Session 2019-20)
COURSE CODE: BCOP-1127
WORKSHOP ON MS-OFFICE PACKAGE

Max. Marks: 50
Practical: 40
CA: 10

Time: 3 Hrs

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any Section.

UNIT-I

Microsoft Word:

- 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

Microsoft Excel:
- 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

Microsoft PowerPoint:

- 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. *MS–Office _ BPB Publications.*
2. *Computer Fundamentals – P.K. Sinha.*
3. *Ebooks at OpenOffice.org*
4. *A Conceptual Guide to OpenOffice.org3, 2nd Edition, R. Gabriel Gurley*