



## Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

### Department of Information Technology

Course Type: GE-I

Course Title: MS-Office

Course Code: 101COM1401

Credits: 03

Max. Marks: 75

Lectures: 45 Hrs.

#### Learning Objectives:

- LO 1. Study of office automation applications
- LO 2. Learn how to install and use MS-Office applications
- LO 3. Understand various Microsoft Office tools to create professional and academic documents
- LO 4. Enhance employability skill of students

#### Course Outcomes:

After completion of course the student will be able to-

- CO 1. Differentiate between various office related software applications
- CO 2. Utilize MS-Office tools effectively to perform documentation work
- CO 3. Use advanced formulas and functions to represent data in MS-Excel
- CO 4. Create effective presentations and database using office tools
- CO 5. Use Microsoft Office applications such MS Word, Excel and PowerPoint in their day-to-day job, clerical and administration work, etc.

Unit No.	Title of Unit & Contents	Hrs.
I	<b>MS-Word</b>	13 Hrs
	<ol style="list-style-type: none"><li>1. Starting MS-Word, MS-Word Screen and its Components</li><li>2. <b>Working with Text:</b> Typing and inserting text, selecting text, deleting text, Undo, formatting toolbar, Format Painter,</li><li>3. <b>Formatting Paragraphs:</b> Paragraph attributes, Moving, Copying, and Pasting text, the clipboard, Columns, Drop caps</li><li>4. <b>Lists and Table Manipulations:</b> Bulleted and numbered lists, Insert table, Draw a table, Inserting rows and columns, Moving and resizing a table, Tables and Borders</li><li>5. <b>Graphics:</b> Adding clip Art, add an image from a file, Editing a graphic, AutoShapes</li><li>6. <b>Spelling and Grammar and Page Formating:</b> AutoCorrect, Spelling and grammar check, Synonyms, Thesaurus. <b>Page Formatting:</b> Page margins, Page size and orientation, Headers and footers, Page numbers, Print preview and printing.</li></ol>	
	<b>Unit Outcomes:</b> UO 1. Differentiate between various office related software	

Unit No.	Title of Unit & Contents	Hrs.
	applications UO 2. Utilize MS-Word tool effectively to perform documentation work	
<b>II</b>	<b>MS-Excel</b>	<b>11 Hrs</b>
	<ol style="list-style-type: none"> <li>Starting MS-Excel</li> <li><b>Working with worksheet:</b> Moving through cells, Adding worksheets, Rows and columns, Resizing rows and columns, Selecting cells, Moving and copying cells, Freezing panes</li> <li><b>Formatting cells:</b> Formatting toolbar, Format Cells dialog box</li> <li><b>Formulas and Functions:</b> Formulas, linking worksheets, Relative, absolute, and mixed referencing, Basic functions, Function Wizard, Autosum</li> <li><b>Sorting and Filling:</b> Basic ascending and descending sorts, Autofill, Alternating text and numbers with Autofill</li> <li><b>Charts:</b> Chart Wizard, Resizing a chart, Moving a chart, Chart formatting toolbar</li> </ol>	
	<b>Unit Outcome:</b> UO 1. Use advanced formulas and functions to represent data in MS-Excel	
<b>III</b>	<b>MS-PowerPoint</b>	<b>10 Hrs</b>
	<ol style="list-style-type: none"> <li><b>MS-PowerPoint:</b> Create a presentation from a template,</li> <li><b>Presentation Tool:</b> Create a presentation from a template, Create a blank presentation, Open an existing presentation, AutoLayout, Presentation Screen: Screen layout, Views</li> <li><b>Working with Slides:</b> Insert a new slide, Applying a design template, Changing slide layouts, Reordering slides, Hide slides, Create a custom slide show, Edit a custom slide show</li> <li><b>Slide Effects:</b> Action buttons, Slide animation, Animation preview, Slide transitions, Slide show options, Master Slides, Slide master, Header and footer, Slide numbers, Date and time</li> <li><b>Adding Content:</b> Resizing a text box, Text box properties, Delete a text box, Bulleted lists, Numbered lists, Adding notes, Video and Audio</li> <li><b>Color and Background:</b> Color schemes, Backgrounds, Graphics, Adding clip art, Adding an image from a file, Editing a graphic, AutoShapes, WordArt</li> </ol>	
	<b>Unit Outcomes:</b> UO 1. Create effective presentations on a particular topic	
<b>IV</b>	<b>MS-Access</b>	<b>11 Hrs</b>
	<ol style="list-style-type: none"> <li>Introduction to MS-Access</li> <li>Planning a Database</li> <li>Access Screen</li> <li>Creating a New Database, Creating Tables</li> </ol>	

Unit No.	Title of Unit & Contents	Hrs.
	5. Types of Reports 6. Printing & Print Preview	
	<b>Unit Outcomes:</b> UO 1. Design and implement databases related to projects using MS-Access	

### Learning Resources:

1. MS OFFICE 2000 Complete, BPB Publications, New Delhi, 1999
2. Working with MS OFFICE, Ron Mansfield, Tata Mc Graw Hill – 2000 Edition
3. Microsoft Office 2007 Bible, John Walkenbach, Herb Tyson, FaitheWempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, Michael R. Irwin, Gavin Powell, Lisa A. Bucki, Wiley India Pvt. Ltd., 2007
4. Microsoft Office 2013 Bible, Lisa A. Bucki and John Walkenbach, FaitheWempen, Michael Alexander & Dick Kusleika, Wiley India Pvt. Ltd., 2013
5. Microsoft Office 2016 Step By Step, Joan Lambert, 2015
6. Microsoft Office 2016, DrRitesh Kumar, GyanVidya Publication, 2022
7. Microsoft Office 2016 Step By Step, Curtis Frye, Joan Lambert, Microsoft Press, 2015
8. MS-Office 2007 Training Guide, S. Jain, S Jain, BPB Publications, 2007
9. The Skills for Success Microsoft Office 2000, Gini Courter, Annette Marquis, BPB Publications, 2000
10. Microsoft Excel 2019 Bible, Michael Alexander, Wiley, 2019



## Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Information Technology

**Course Type: GE**

**Course Title: Lab Course – GE (MS-Office)**

**Course Code: 101COM1402**

**Credits: 01**

**Max. Marks: 50**

**Hours: 30**

### Learning Objectives

- LO 1. Study of office automation applications
- LO 2. Learn how to install and use MS-Office applications
- LO 3. Understand various Microsoft Office tools to create professional and academic documents
- LO 4. Enhance employability skill of students

### Course outcomes

After completion of course the student will be able to-

- CO 1. Differentiate between various office related software applications
- CO 2. Utilize MS-Office tools effectively to perform documentation work
- CO 3. Use advanced formulas and functions to represent data in MS-Excel
- CO 4. Create effective presentations and database using office tools

Practical No.	Unit
1	Create an application and prepare a resume to apply for a job in a IT company. Apply page and paragraph formatting to the above document.
2	Create a newspaper document with at least 200 words in two column format and having an image
3	Create a flowchart using proper shapes like ellipse, arrows, rectangle and parallelogram
4	Create a table using two columns: the left column contains all the short-cut keys and right side column contains the function of the short-cut keys
5	Create a letter to invite your friend for a family function with at least 100 words and two paragraphs. The date must be in top-right corner
6	Create a table "Student_Result" in MS-Excel with following fields. Sr. No., Name, Sub1, Sub2, Sub3, Total, Percentage, Result. Calculate Total and Percentage
7	Create a sales table using any valid data and draw the bar-graph to compare the sales of the five items for three years
8	Create presentation of seminar on a particular topic with minimum five slides. Apply animation to the presentation
9	Create presentation of books of Computer Science with all its details. Apply text formatting animation to the presentation
10	Create a database "School_Mgmt" with a table having name

	"student_info" (Fields of "student_info" are Rollno, Name, Class and Percentage). Insert any five records in it
11	Create a database "Employee_Details" with a table having name "emp". Fields of table are Empno, Empname, Designation and Salary. Insert any five records in it