



**ST. JOSEPHS COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE 607 001.**

(Re-accredited by NAAC with 'A' grade- 3rd cycle)

VALUE ADDED COURSE –SYLLABUS


2020-2021

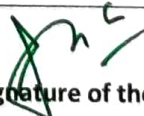
Name of the Department: PG and Research Department of Computer Science

Name of the Course : MS-Office (MS-Word, MS-Excel, MS-PowerPoint)

DAY 1	<p><u>Text Basics</u> Introduction to Word Processing and MS-Word, Document creating, formatting Standard toolbar Text Basics Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace</p>
DAY 2	<p><u>Text Formatting and saving file</u> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents</p>
DAY 3	<p><u>Working with Objects</u> Shapes, Clipart and Picture, Word Art, Smart Art Change the Order of Objects Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart Inserting Header, Footer, page number</p>
DAY 4	<p><u>Working with bullets and numbered lists</u> Multilevel numbering and Bulleting Creating List Customizing List style Page bordering Page background</p>
DAY 5	<p><u>Working with Tables and Printing</u> Table Formatting Table Styles Alignment option Merge and split option Page Setup, Setting margins Print Preview, Print</p>
DAY 6	<p><u>Introduction to Excel</u> Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook</p>
DAY 7	<p><u>Formatting excel work book:</u> 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 Modifying Columns, Rows & Cells</p>
DAY 8	<p><u>Create Effective Charts to Present Data Visually</u> Inserting Column, Pie chart etc. Create an effective chart with Chart Tool Design, Format, and Layout options Adding chart title</p>

	Changing layouts Chart styles Editing chart data range Editing data series Changing chart
DAY 9	Perform Calculations with Functions & Graphs Creating Simple Formulas Logical Functions Mathematical Functions Creating Graphs A Worksheet Printing of the worksheet, page margin setting and adding header and footer
DAY 10	Sort and filtering data Sort and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting
DAY 11	Creating slides and applying Themes Introduction to MS - power point Inserting new slide Changing layout of slides Duplicating slides Copying and pasting slide Applying themes to the slide layout Changing theme color Slide background Formatting slide background Using slide views
DAY 12	Working with bullets and numbering Multilevel numbering and Bulleting Creating List Page bordering Page background Aligning text Text directions Columns option
DAY 13	Working with Objects & Hyperlinks Inserting Text boxes Inserting shapes, using quick styles Inserting Word art Inserting symbols Inserting Chart Inserting Hyperlinks Inserting Shapes
DAY 14	Animation and Slide Transition & Tables Default Animation, Custom Animation Modify a Default or Custom Animation Working with Tables Table Formatting Table Styles Alignment option Merge and split option Inserting Chart & Graphs
DAY 15	Slide show option Start slide show Start show from the current slide Rehearse timing Creating custom slide show


 Signature of the Coordinator


 Signature of the HOD