Theory                                    Credits: 3                                    3 hrs/week

**Course Objectives**:
- ✓ To introduce theenvironment of GUI in Ms-Word and its features..
- ✓ To introduce the fundamental concepts using Ms-Word and its features to make it more useful.
- ✓ To provide hands-on use of Word, Excel and PowerPoint.

**Course Outcomes**:

The students will be able:

- ✓ To understand concept of Word Processor and use its features.
- ✓ To use the advanced features of Ms-Word to make day to day usage easier.
- ✓ To work comfortably with Ms-Excel Environment.
- ✓ To Create worksheets and use advanced features of Excel.
- ✓ To create presentations and inserting multimedia items in them.

Syllabus

UNIT–I : Introduction to Ms-Office &Ms-Word

MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying &moving data, Formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, Using format painter, Page formatting, Header &footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command, proofingtext (Spellcheck, Auto correct),

**Case Study**:
1. Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
2. Create a document to share your experience of your recent vacation with family.

UNIT–II :Ms-Word Advanced Features

Difference between Wizard and Template - Customize the Quick Access Tool Bar – Macros: Purpose – Creating Macro – Using Macro – Storing Macro - Inserting pictures: From Computer, Online Pictures – Insert 3d Models - Insert Shapes – Insert Text Box – Insert Equation, Hyperlinks- Tables : Insert tables - Mail merge ,Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

**Case Study:**
1. Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.
2. Create a document to create Time Table of you class using tables.

UNIT–III: Introduction to Ms-Excel & Its Features

MS-Excel: Excel Features, Spread sheets, workbooks, creating, saving &editing a workbook, Renaming sheet, cell entries(numbers, labels, and formulas),spell check, find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort, Formatting worksheet, Functions and its types, Some useful Functions in excel(SUM,AVERAGE,COUNT, MAX,MIN, IF),

**Case Study:**
   1. Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.
   2. Create a Worksheet with employee no, name, job, salaries of 10 employees, calculate DA,TA,HRA ,Gross Salary and Net Salary.
   i. Find the sum of HRA's of Total employees.
   ii. Find the average DA
   iii. Display the Maximum salary of the employee.

UNIT-IV: Ms-Excel Advanced Features

Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu- Goal Seek –Scenarios.

**Case Study**:
   1. Prepare a chart with height and weights of you class mates in at least 3 types of charts.
   2. Demonstrate the use of Filter with the attendance data of your class.

UNIT-V: Ms-PowerPoint and its Applications

MS-PowerPoint: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout, using outlines, adding subheadings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding clip arts and auto shapes. Various presentation, Working with slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slideshow, Printing slides.

**Case Study**:
   1. Prepare a presentation with your achievements and experiences in College.
   2. Create a Presentation of your organization with pictures, clip arts and animations

Text Books:
   1. Computer Fundamentals–Pradeep .K.Sinha: BPB Publications.
   2. Fundamentals of Computers –Reema Thareja, Oxford University Press India