

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

Programme: B.Voc. (Banking and Finance)

Semester: I

Microsoft Office

Course Code: 18BVB106

No. of Hours: 120

COURSE OBJECTIVES:

- To familiarize students with Microsoft Word, PowerPoint and Excel

LEARNING OUTCOMES:

- Students will be able to save, open and edit the document in formats that are compatible with other word processing applications
- Student can create documents with MS word which can easily be accompanied into MS PowerPoint, Excel or any other MS office application
- It helps them to prepare presentation for their academic purpose as well as official purpose.

Unit 1: Introduction to MS word:

10HRS

Introduction creating word document with headline & footers, formatting document with themes & styles, editing and correcting documents, adjusting alignment & spacing, formatting text, formatting & sorting lists.

Unit 2: Editing documents and working with tables on MS word:

20HRS

Inserting pictures, text boxes & shapes, formatting graphic objects, working with smart art graphics, text effects & page borders, checking spelling & grammar, moving a selection, copying a selection, inserting a table, aligning tables, improving a document with find & replace & auto correction. Creating a letter and envelopes. Formatting a one-page report.

Unit 3: Introduction to MS PowerPoint:

10HRS

Introduction, working with slides, working with leaders, footers & notes. Inserting & formatting pictures, formatting text, aligning text, displaying the presentation outline, arranging slides adding slides transitions, working with lists, inserting symbols & text boxes, drawing & formatting shapes, positioning & grouping shapes.

Unit 4: Enhancing a Presentation

10HRS

Creating word art, modifying a theme, modifying a background, animating slide objects, creating multimedia presentations. Tally – introduction and accounting entries.

Unit 5: Introduction to MS Excel

10HRS

Starting excel, overview of the users interface – ribbon, quick access to tool bar, mini tool bar, short cut menus, back stage view, formula bar- overviews, creating savings, opening & closing of workbook, simple data entry, selecting ranges, copying, moving, inserting, deleting, hiding & unhiding, renaming & grouping worksheets. Freezing panes & splitting windows.

SKILL COMPONENT

60 HRS

- Creating a template on MS Word.
- Preparation of a Resume on MS Word.
- Create a presentation with animation on a given topic.
- Insert a video in a PowerPoint presentation.

BOOKS FOR REFERENCE

1. Microsoft Word, Excel and PowerPoint – Just for beginners by Dorothy House
2. Microsoft Office 2013 for dummies by Wallace Wang