Optional Core II:INFORMATION TECHNOLOGY FOR OFFICE

Instructional Hours: 90 (54 theory and 36 practical)

Objectives- The objective of this course is to make the students capable of managing the office activities with the help of information technology.

Module-I

Word Processing Package: MS-Word 2013- Introduction-Features- Word User Interface ElementsCreating New Documents- Basic Editing- Saving a Document- Printing a Document- Print Preview-Page Orientation- Viewing Documents- Setting Tabs-Page Margins- Indents- Ruler- Formatting TechniquesFont Formatting- Paragraph Formatting- Page Setup- Headers &Footers-Bullets and Numbered ListBorders and Shading- Find and Replace-Page Break Page Numbers-Mail Merging-Spelling and Grammar Checking-Thesaurus- Macros- Tables- Side-By-Side and Nested Tables- Formatting Tables- DrawingWord art- Paint Brush Document Templates – Email Editor. (18 Hours)

Module-II

Desktop Publishing- PageMaker 7.0 - Introduction to Desktop Publishing as a Process- PageMaker Tools and Palettes- Working With Objects -Type Styling Options - Working With Text - Formatting OptionsLeading, Margins and Indents - Scaling Text-Paragraph Formatting Options -Working With Grids - Creating Frames - Layers. (18 Hours)

Module-III

Spreadsheet Package: MS -Excel 2013-Introduction-Excel User Interface- Working With Cell and Cell Addresses- Selecting a Range, Moving, Cutting, Copying With Paste-Inserting and Deleting CellsFreezing Cells- Adding, Deleting and Copying Worksheet Within a Workbook- Renaming a WorksheetCell Formatting Options- Formatting Fonts- Aligning-Wrapping and Rotating Text- Using BordersBoxes and Colors- Centering a Heading, Changing Row/Column Height / Width-Formatting a Worksheet Automatically- Insert Comments- Clear Contents in a Cell- Using Print Preview- Preparing Worksheet for the Printer- Selecting Print Area-Margin and Orientation- Centering a Worksheet- Using Header and Footer- Inserting Page Breaks- Sorting Data. (22 Hours)

Module-IV

Advanced Features of Excel: All Functions in Excel- Using Logical Functions-Statistical FunctionsMathematical Functions - Linking Data between Worksheet- Elements of Excel Charts-CategoriesCreate a Chart- Choosing Chart Type- Edit Chart Axis - Titles, Labels, Data Series and Legend-Adding a Text Box- Rotate Text in a Chart- Converting a Chart on a Web Page- Saving a Chart- Designing of Templates in Excel. (20 Hours)

 Module-V

 Presentation Package: Ms-Power Point 2013-Advantages of Presentation- Screen Layout- Creating Presentation- Inserting Slides-Adding Sounds and Videos-Formatting Slides -Slide Layout Views in

Presentation - Colour Scheme- Background Action Buttons- Slide Transition- Custom AnimationCreating Master Slides- Managing Slide Shows - Using Pen Setting Slide Intervals. (12 Hours)

Practical Training:

Create a small poster using PageMaker 2. Create a Brochure using PageMaker 3. Prepare Pay rolls in Excel 4. Conditional Cell Formatting 5. Analysis and presentation of data using charts in Excel 6. Usage of Functions in Excel 7. Mail merging feature of Word.
Suggested Readings

1. Gini, Courter & Annette Marquis, Ms-Office 2013, BPB Publications 2. Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck, Special Edition Ms Excel 2013, Prentice Hall India Pvt. Ltd. 3. Atman Rebecca & Atman Rich, Mastering PageMaker, BPB Publications 4. Building a Foundation with Microsoft Office 2013 5. Welcome to Microsoft Off