

Course Code	150120104			
Category	Skill Development			
Course Title	Skill Development-Office Tools (SD-OT)			
Scheme and Credits	Theory	Tutorial	Lab	Credits
	0	1	4	3
Pre-requisites (if any)	-			

1. Course Objectives:

Sr.	Course Outcome (Learner will be able to)
1.	To use MS-Word to produce all sorts of documents, including memos, newsletters, forms, tables and brochures.
2.	Create advanced documents, such as mass mailings that can be printed and mailed or sent by emails. Create a book or report with a table of contents, indexes, and cross references, all by MS-Word.
3.	To use MS-Excel to organize records, financial transactions, and business information in the form of worksheets.
4.	To process data / records for desired outputs using formulae in MS -Excel.
5.	To create Pivot tables and charts for graphical representations using MS-Excel. To use MS-Excel for mail merge.
6.	To use MS-PowerPoint, to create dynamic presentations for day to day activities and business needs.
7.	To be able to insert third party data
8.	To be able to create database using MS-Access, create executable queries so that the data can be processed and retrieved as and when required for the purpose.
9.	To be able to configure MS-Outlook, send and receive emails.

2. Course Contents:

Module	Content	Weightage
Unit I	Ms Word Beginning and editing document: Create, save, edit, open, rename, save as and print document. Document organization: Insert Headers and Footers, Insert a Symbol, Adjust Margins and orientations, and Insert a Watermark. Prepare a document for distribution: Ensure document compatibility, Understand backup options, Run the Document	25%

	<p>Inspector, Select print options.</p> <p>Text and paragraph formatting: Apply font attributes. . Format a paragraph. Apply styles. Insert and format objects</p> <p>Document productivity: Insert a table, Formatting a Table, Managing Table Data, Enhancing Table Data, Creating a Mail Merge and Macros in Document, Completing a Mail Merge Collaboration and Research: Use writing style and acknowledge sources, Create and modify footnotes and endnotes, Exploring Special Features, Reviewing a Document, Tracking Changes, and</p>	
Unit II	<p>Ms Excel</p> <p>Beginning and editing spread sheet: Create, save, edit, open, rename, save as and print spread sheet.</p> <p>Exploring spread sheet: Exploring the Excel Window, Entering and Editing Cell Data, Creating Formulas, Using Auto Fill, Displaying Cell Formulas, Managing Worksheets, Managing Columns and Rows, Selecting, Moving, Copying, and Pasting Data, Applying Alignment and Font Options, Applying Number Formats.</p> <p>Performing Quantitative Analysis (Formulas and Functions): Using Relative, Absolute, and Mixed Cell References in Formulas, Inserting a Function, Inserting Basic Math and Statistics Functions (sum, average, min, max, count, roundup, ceiling, mean, median, mode), Using Date Functions, logical, lookup and financial functions, range names</p>	20%
Unit III	<p>Advance Excel:</p> <p>Chart Creation Basic: Selecting Data Source, Choosing a Chart Type (column, bar, line, pie), Moving, Sizing, and Printing a Chart, Adding Chart Elements, Formatting Chart Elements, Applying a Chart Style and Colours, Create Spark line chart.</p> <p>Large Datasets: Freeze rows and columns, Manage Page Breaks, Printing Large Datasets, Designing and Creating Tables, Table manipulation, Using Structured References and Total Row, Conditional Formatting,</p> <p>Advance Features: Goal Seek, Scenario Manager, Solver, Pivot table, Protecting worksheet</p>	30%
Unit IV	<p>PowerPoint:</p> <p>Create, save, edit, open, rename, save as and print Presentations, Typing Speaker Note, Planning Presentation, Assessing Presentation Content, Reviewing the Presentation, Inserting Media Objects, Adding Table, Using Animations and Transitions, Inserting Header or Footer, Running and Navigating Slide Show, Creating Presentation Using Template, Creating Smart Art and WordArt, Modifying Smart Art and WordArt, Object manipulation, Inserting a Picture</p>	15%

Unit V	Outlook: Introduction to Outlook: Opening and Configuring MS Outlook, Managing emails, multiple e-mail account configurations, Working with calendar, scheduling appointments, Creating Task list, creating and managing contacts, setting protection levels and managing spams.	10%
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3. Main Text Books:

1. Exploring Microsoft Office 2013, Volume 1, Series Editor Mary Anne Poatsy Mulbery | Hogan | Rutledge | Krebs | Cameron Series Created by Dr. Robert T. Grauer.
2. Microsoft Office Professional 2013 Step by Step, by Beth Melton Mark Dodge Echo Swin ford Andrew Couch Eric Legault Ben M. Shorr Ciprian Adrian Rusen.
3. Working with Personal Computer Software (Second Edition 2010) Publisher: Wiley India, New Delhi By R.P. Soni, Harshal Arolkar , Sonal Jain
4. Office XP: The Complete Reference by Stephen L. Nelson & Julia Kelly, Osborne / McGraw Hill

4. Accomplishment of the student after completing the course:

1. Able to produce all sort of documents, including memos, newsletters, forms, tables and brochures
2. Able to create advanced documents, such as mass mailings that can be printed and mailed or sent by emails.
3. Able to create a book or report with a table of contents, indexes, and cross references, all by MS-Word.
4. Able to use MS-Excel to organize records, financial transactions, and business information in the form of worksheets.
5. Able to process data / records for desired outputs using formulae in MS -Excel.
6. Able to create Pivot tables and charts for graphical representations using MS-Excel.
7. Able to use MS-Excel for mail merge.
8. Able to use MS-PowerPoint, to create dynamic presentations for day to day activities and business needs.
9. Able to insert third party data.
10. Able to create database using MS-Access, create executable queries so that the data can be processed and retrieved as and when required for the purpose.
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