



WELCOME

DEPARTMENT OF PHYSICS
SAGARDIGHI K K S MAHAVIDHYALAYA

ADD-ON COURSE:
OFFICE APPLICATIONS AND ADVANCED EXCEL

OFFICE APPLICATIONS AND ADVANCED EXCEL

Purpose

- ❖ Microsoft Office is the go to application for all sorts of people, be it a student, teacher or corporates.
- ❖ Microsoft Excel stands as one of the most used applications in today's time, thus makes it very necessary to understand the application in detail and use it in practical life.
- ❖ To make students employable and corporate ready.

Course Objective

- ❖ Understanding the key functionalities in a Spreadsheet.
- ❖ Application of Spread sheet tools to manage data and present information for management decisions.
- ❖ Concepts will be taught with the help of Case Studies to give them better insights on its applicability

Course Content -

Name of the course: 'Certificate course in office application'

Proposed syllabus:

Sr. No	Topic	Duration (hours)
1.	<u>Microsoft Word:</u> - The Ribbon, Tabs - Groups & Commands - Opening a Document - New Documents and Word Templates - Configuring Documents to Print - Adding Your Name to Microsoft Word	06 hours

	<ul style="list-style-type: none">- Adding Values to Document Properties- Working with Autosaved Versions of Documents- Creating PDF Protected files- Adding Common Commands- Adding Additional commands with the Customize Dialog Box- Adding Ribbon Commands or Groups- Add additional commands to the Quick Access Toolbar- Add, remove, and change fonts in Microsoft Word Work with lists.- Add hyperlinks in a document.- Apply styles in Microsoft Word documents.- Use the Ruler within Microsoft Word.- Set margins within Microsoft Word.- Locate information in your document using Find.- Use Find and Replace to quickly replace words or phrases with other words or phrases.- Use the Cut, Copy, Paste and Format Painter commands to edit documents.- Add page numbers to a Microsoft Word document.- Add and customize Headers and Footers.	
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	- Printing & Exporting options	
02	<p><u>Microsoft Excel:</u></p> <ul style="list-style-type: none"> - Introduction to Excel - The Excel Interface - Advanced Usage of IF & Nested IF Function - Using constants & Basic functions - Logical & Conditional Functions Like IF AND & IF OR - Math & Trig Functions like Sumif & Countifs - Basic Macros - Lookups & references - Formulae auditing - Connecting workbooks - Protecting & Sharing - In-Depth Home ribbon - Conditional formatting - Pivot Charts & tables - Page Layout options - Print settings & Advanced features - Insert options Like charts Scenarios advanced filters - Creating Master reports - Advanced sorting levels - Consolidation & Data Ribbons - Goal seek & What if Analysis - Review & View tabs 	06 hours
03	<p>Microsoft PowerPoint</p> <ul style="list-style-type: none"> - Introduction to PowerPoint - Open a Microsoft PowerPoint presentation. - Start a new Microsoft PowerPoint 	06 hours

	<p>presentation.</p> <ul style="list-style-type: none"> - Use Microsoft PowerPoint templates. - Modify presentation properties. - Select a slide layout. - Add text to a slide. - Import content from a text file outline. - Edit text. - Format text. - Format text placeholders. - Apply styles to slides. - Add slides to a presentation. - Delete slides from a presentation. <p>Learn to arrange slides</p> <ul style="list-style-type: none"> - Add images to a presentation. - Insert a picture & clip art. - Insert a screenshot. - Edit an image. - Rotate and resize an image. - Group and ungroup images. - Arrange images. - Add shapes. - Importing Tables from External Sources - Inserting a Chart - Formatting a Chart - Importing Charts from External Sources - Accessing Different Views of a Presentation - Organizing a Presentation in Sections 	
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	<ul style="list-style-type: none"> - Adding Transitions to Slides - Adding Speaker Notes - Running a Slide Show - Printing a Presentation - Check spelling in your presentation. - Access different views of a presentation. - Divide a presentation into different sections. - Add transitions to a slide. - Add speaker notes. - Run a slideshow. - Print a presentation 	
04	<p><u>Microsoft Access:</u></p> <ul style="list-style-type: none"> - Access Basics - Design a Database - Build a Database - Work with Forms - Sort, Retrieve, Analyse Data - Work With Reports - Access with Other Applications - Manage an Access Database 	06 hours
05	<p><u>Windows:</u></p> <ul style="list-style-type: none"> - Introduction - Basics of Operating System - Operating system - Basics of popular operating system (LINUX, WINDOWS) - The User Interface & The Task Bar - Icons & Menu 	06 hours

	<ul style="list-style-type: none"> - Running an application - Operating System Simple Setting - Changing System Date and Time - Changing Display Properties - To Add or Remove a Windows Component - Changing Mouse Properties - Adding and removing Printers - File and Directory Management - Creating and renaming of files and directories 	
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Course Outcome

- ❖ After completion of the Course, students will be able to smoothly use the features in Spreadsheet.
- ❖ Students will be able to apply the concepts in Real World Scenarios.
- ❖ They can quickly apply the techniques and visualize the data, Summarize the reports for Management's decision.

Course Highlight

- ❖ Case Studies will be included in the studying pattern.
- ❖ Practical exams will be conducted on the basis of learnings of the candidate.

Details of the course -

1) OFFICE APPLICATION

Duration - 30 hours.

Credits - 2

Exam pattern:

<i>PARTICULARS</i>	<i>MARKS</i>

Assessment 1	40Marks
Assessment 2	60 Marks
Total	100 Marks

Course Co-ordinator -MR. SYED JAHID ANWAR (Head of the Department)