

SEMESTER IV

Allied Paper – II : MS Office 2010

Instructional Hrs: 75 Hours

Sub. Code : 15BCUA402

Max. Marks: CIA – 20; ESE : 55

Credits : 3

UNIT – I

5 Hrs

MS Word 2010 : Starting Word, Opening a saved Word document , The Word 2010 Window Entering text , Preview, Save, Print and Closing a document. Creating a folder and exiting Word. Editing a Document : Navigation, insert, delete, editing a data. Undo, redo, drag and drop to move text, Copy, cut and paste, Clear formatting.

Formatting A Document: Format and align text, Line and paragraph spacing, *Add bulleted and numbered lists*, Add borders and shading.

UNIT II

5 Hrs

Editing and Proofing Tools: Document views, Spell and grammar check, Find and replace text.

Layout of a Document : Adjust page margins, Change page orientation, Create headers and footers.

Inserting Elements to Word Documents : Insert a page break, page numbers, special characters (symbols), picture from a file, Resize and reposition a picture.

Working with Tables: Insert a table, Convert a table to text, Resize parts of a table, Align, Format, *Insert and delete columns and rows*, Borders and shading.

Creating Mail Merge.

UNIT III

5 Hrs

MS Excel 2010 : Introduction to MS Excel 2010, Workbook creation • Entering, Editing & Formatting data, Adding cell borders and shading, working with ranges, managing and printing workbooks, Perform simple calculations, *Chart creation*.

UNIT IV

5 Hrs

MS PowerPoint 2010 : Introduction, Slide Creation, Editing & Formatting slides, Insert Graphics (Tables, Charts, Shapes, Clip-Art), Work with Videos, Movie-Clips, Animations, *Transitions and sounds*, Photo Album creation.

UNIT V

5 Hrs

Internet Basics: Introduction to Internet • WWW • Browsers • Web site • E-Mail : Creation of E-Mail-id – Compose and send a Mail – *Replay and Forward* – attachment – download the attached document – cc & bcc - upload your resume with any one job portal • Search Engine.

TEXT BOOKS:

- 1) [Joan Lambert](#), *MOS 2010 Study Guide For Microsoft Word Excel Powerpoint & Outlook*
PHI LEARNING PVT LTD.
- 2) Bott E,K. Krishnaswamy, Ponni Bala, *Microsoft Office 2010 Inside Out*, Publisher: PHI Learning Pvt. Ltd.

SEMESTER - IV

Allied Practicals- II : MS Office

Instructional Hrs.: 30

Sub. Code: 15BCUAP02

Max. Marks: CIA -20; ESE -30

Credits: 4

I. MS-WORD

1. Using MS word, perform the following program Change the font size to 20.
 - Change the font type.
 - Align the text to left, right, justify and center.
 - Underline the text
 - Table manipulation.
2. Illustrate the Mail merge concept to apply for a suitable job for at least 5 companies.
3. By using Equation Editor , type a context containing mathematical symbols, equations and formula.

II. MS-EXCEL

4. Worksheet preparation for electricity bill payment
5. Draw graphs to illustrate class performance.

III. MS – POWER POINT

6. Prepare an organization chart for a college environment in Power point.
7. Prepare a Power point presentation with all the slide transition facilities.

IV. INTERNET BASICS

8. Create an email-id.
9. Online Reservation of Railway Ticket.
10. To verify a university/college details by opening their websites.

DISTRIBUTION OF MARKS:

External evaluation: 30 marks

- a) program : 15 marks
- b) Output : 10 marks
- c) Record : 5 marks

Internal evaluation: 20 marks

- a) CIA : 08marks
- b) Model : 08 marks
- c) Record : 04 marks