# DEPARTMENT OF MATHEMATICS DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



# **SYLLABUS**

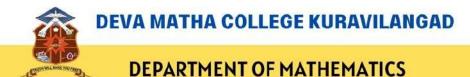
# **ADD-ON COURSE**

IN

# MS OFFICE AND INTERNET

(Conducted for I DC students)

Academic Year: 2019-20





# MS Office and Internet



**Department Coordinator: Ms. Jyothi Thomas** 

Title: MS OFFICE AND INTERNET

Instructional Hours: 30 Hours

Duration: 3 months

Mode of Instruction: Offline

Intake Capacity: 50

Eligibility: +2

# **Add-on Course in**

## MS OFFICE AND INTERNET

Duration: 30 hours

Course coordinator: Anju T Thomas

#### **Course Objectives**

- Create and edit documents
- Create slides and PowerPoint presentations
- Work with data in spreadsheets
- Give an idea on World Wide Web

# **Syllabus**

#### Module 1- MS WORD(9hrs.)

- Introduction
- Saving, opening, closing and printing
- Arranging text on a page
- Using fonts effectively
- Clip Art creating Word Art
- Working with table
- Using mail merge to create form letters
- Adding headers and footers

### **Module 2 - MS POWERPOINT (9hrs.)**

- Creating a simple presentation
- Working with wizards and templates
- Adding text
- Starting new slide
- Saving presentation
- Applying slide effects and animation

# **Module 3 - MS EXCEL(10hrs.)**

- Introduction
- Workbook, Worksheets and cells
- Using the formula bar
- Using auto calculate
- Editing a cell using data fill
- Writing formula
- Freezing cells
- Renaming worksheet
- Excel charts
- Centering a heading
- Changing row/column height/width
- World Wide Web

#### **Course Outcome**

- Create, edit and work in a word document.
- Create PowerPoint presentations and posters.
- Create and apply functions in excel sheets
- Improves soft skills

#### **Assessment Procedure**

The assessment will be based on Attendance, Assignments Practical and Theory Examination

Attendance	10
Assignment	20
Practical	20
Written Exam	50

#### Grading

Marks	Grade
90-100	0
80-90	A+
70-80	Α
60-70	В

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