

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



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF MATHEMATICS

Add on Courses offered for Students: 2019-2020

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	O
80-90	A+
70-80	A
60-70	B



Anand Mathew

*Principal
Deva Matha College
Kuravilangad - 686 633*