

DEPARTMENT OF MATHEMATICS
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

ADD-ON COURSE

in

MICROSOFT OFFICE

(For II year B.Sc. Mathematics students)

Academic Year: 2021-22



*Deva Matha College
Kuravilangad, Kottayam,
Kerala - 686633*



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF MATHEMATICS

Add on Courses offered for Students:2021-2022

- **Microsoft Office - *for II DC Students***
DMCK/ MATH/AD 20/2021
- **LaTeX for Documentation - *for III DC Students***
DMCK/ MATH/AD 21/2021
- * **II PG -Data Analytics Using R-11 - *for PG Students***
DMCK/STATS/AD 38/2021
- * **I PG- Introduction of Python (for Mathematics Students)**
DMCK/ MATH/AD 22/2021

Department Coordinator: Mr.Christy Tom Mathews

Title: MICROSOFT OFFICE

Instructional Hours: 30

Duration: 6 months

Mode of Instruction: Online and Offline

Intake Capacity: 40 students

Eligibility: Plus Two (preferably science background in ongoing UG /PG course)



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Add-on Course in

DMCK/MATH/AD20/2021: MICROSOFT OFFICE

Duration: 30 hours

Course Objectives

- Create and edit documents
- Create slides and powerpoint presentations
- Work with data in spreadsheets

Syllabus

Module 1- MS WORD(10hrs.)

- 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(10 hrs.)

- 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



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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



Annie Mathew

Principal
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Kuravilangad - 686 633