B.Com. Year (IV Semester)  
(Computer Application)

MS - OFFICE

UNIT-I  

UNIT-II  
Working with Graphics: 
Drawing objects, text in drawing rotating and flipping objects, object filling, inserting frames and framing objects, captions. Templates, wizard. Bullet: Bulleting paragraphs, changing styles, spelling checket, tables of contents, creating an index, find and replace, sort, Mail merge.

UNIT-III  
Excel Features, spreadsheet, parts of a worksheet, creating and editing worksheets, Copying entries, auto fill, protecting and unprotecting documents and cells. Moving copying cell, sorting cell data, inserting rows ad columns, deleting parts of worksheet, hanging column, row width and font size, centering text, inserting and removing page breaks, hiding rows and columns.

UNIT-IV  
Function: Parts of functions, function wizard, category of functions, chart parts, creation of charts, resizing, moving, rotating printing charts. Creation in Excel Database, working with data forms, filtering sorting Excel database:

UNIT-V  
Powerpoint: Powerpoint terminology, views, creating presentations using wizard and design templates. Masters, adding slides, editing and moving text.

References:  
1- Working in Microsoft Office – Ron Mansfield (TMH)  
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