

(From Session 2012-13)

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

Theory Marks: 70
Internal Asst. : 30

MS - OFFICE

- UNIT-I** Word: Starting Word, Parts of Word Window: Menus, Toolbars, Standard Toolbar, Formatting Toolbar, Creating Previewing and Printing the documents. Formatting document, Auto format, Format paragraph, line spacing margins and gutters, page breaks, working with header, footer and footnotes, Creating tables.
- 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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