

ALPHONSA COLLEGE THIRUVAMBADY
DEPARTMENT OF COMMERCE



Add-on Course on
MS Office
(ACOMAC03)

Co-ordinators: Ms.Dhanya K

Fee Structure: Total Fees INR 500 (Per student)

Duration of the course: 3 Months

Total Hours: 30

ACOMAC03: MS Office

Course Code ACOMAC03

Title of the Course MS Office

Semester in which the
Course is to be Taught 6

No. of Contact Hours 30

OBJECTIVES

1. To enable the students to acquire basic knowledge in the Office Automation tools and its applications in the area of business.
2. To know how to use the most common **Microsoft Office** programs.
3. To be able to create documents for printing and sharing.
4. To be able to create and share presentations.
5. To be able to manage and store data in a spreadsheet.
6. To study internet operations

LEARNING OUTCOMES

On completing the course students will be able to:

1. Work with the basic features of Word
2. Perform documentation ·
3. Perform Calculation and other functions using Excel.
4. Perform presentation skills
5. Perform Internet operations

COURSE DETAILS (SYLLABUS)

Module I (15 hour)

MS word-Basics-Starting word-Creation of Document-window-parts of window-Selection-Deleting-Open-Save-Undo-Redo-Insert Text-Cut-Copy-Paste-Formatting-Replace-Line space-Margin-Borders and shading-Header and Footer-Insert-Table-Rows and Columns- Add-Delete Rows and Columns-Insert picture-Shapes-chart-page number-clip Art- -Page Layout-Using lists and styles→ Working with images→ Using Spelling and Grammar check→ Understanding document properties-Paragraph formatting-Print Documents- Mail merge

Module II (5 hour)

MS Excel – Basics-Open – Save - Creating, editing, saving and printing spreadsheets Row and Columns-Cell-Worksheet- Graphically representing data : Charts & Graphs -Functions- Graphically representing data : Charts & Graphs Formatting worksheets- Filtering-Sorting-Insert-Page Layout-Formulas.

Module III (5 hour)

MS PowerPoint-Creating Slides-Layout-Designs-Animations-Insert Images-Slide Show-Insert slides-Rearrange slides-Background styles- Using slide transitions- Graphically representing data: Charts & Graphs- Creating Professional Slide for Presentation.

Module IV (5 hour)

Internet-Basics-Protocols-Emailing

MODE OF EVALUATION

1. Assignment
2. Written Test

ACKNOWLEDGEMENT

This Programme has been approved by the Academic Council, Alphonsa College Thiruvambady.



Teacher's Profile

Name: Dhanya K

Qualification: M Com.

Teaching experience: 5 Years