

G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS)

(Re-Accredited with "A" Grade by NAAC)

Department of B.Sc., Computer Science

U23CS60E - MS OFFICE

Course Code	Course Title	Category	Lecture	Tutorial	Practical	Credit
U23CS60E	MS Office	Part - IV	0	0	0	3

Year	Semester	Internal Marks (CIA)	External Marks (ESE)	Total Marks
III	VI	0	100	100

Course Objective

- Office Automation enhances and upgrade the existing system by increasing its efficiency and effectiveness
- It will simplify the task and reduce the paper work which means the software improves the working methods by replacing the existing manual system with the computer-based system

Course Outcomes (COs)

On the completion of the course the student will be able to

CO	Course Outcome	Knowledge Level (RBT)
CO1	Understand the computer software and hardware	K1,K2,K3,K4,K5
CO2	Make available to simplify and automate a variety of office operations such as data processing, data manipulating and data presentation with various application those are presents in Microsoft office tools packages.	K1,K2,K3,K4,K5
CO3	Familiarize the students in preparation of documents and presentations with office automation tools.	K1,K2,K3,K4,K5
CO4	To identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents.	K1,K2,K3,K4,K5
CO5	Familiarize the students to use MS Access database	K1,K2,K3,K4,K5

K1–Remember; K2–Understand; K3–Apply; K4–Analyze; K5–Evaluate; K6–Create

CO-PO and CO-PSO Mapping (Course Articulation Matrix)

COs	POs							PSOs		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	2	3	2	3	2	2	3	2	3
CO2	2	2	2	2	3	1	2	1	2	2
CO3	2	2	2	2	2	2	2	3	2	3
CO4	3	3	3	2	2	2	1	2	2	1
CO5	2	2	3	3	3	2	2	2	1	1
Total	11	11	13	11	13	9	9	11	9	10

(3-Strong, 2-Medium, 1-Low, -No Correlation)

Course Content

Unit – I Microsoft word

(0 Hrs)

Word processor Basics – Opening Microsoft Word – Closing the Document and Quitting Word – Starting Microsoft Word XP - Introduction to word – Saving the Document – Previewing – Printing – Closing – Changing the size of a document. Editing the Document: Opening an existing word document – Moving the cursor – Making changes in your document – Undoing any operation – Saving changes made to the Document – Checking Spelling in the Document – Automatic correction of errors – Printing the file – Saving and Closing the Document.

Unit – II Designing your Document**(0 Hrs)**

Designing your Document: Creating a well formatted Document – Setting the Left , Right , Top and Bottom Margins – Setting page Numbers on your Document – Specifying text at the top and the Bottom of each page. Creating Tables : Selecting Text using the mouse – Inserting Rows – Inserting Columns – Deleting a Row – Deleting a Column .

Unit – III Microsoft Excel**(0 Hrs)**

Introduction to Spreadsheets – Use of Spreadsheet – Spreadsheet Basics – Formatting a Spreadsheet – Graphs – Functions of Microsoft Excel – Starting Microsoft Excel – Excel Work Environment – Changing size of a Work book and Excel Window .

Unit – IV Cell and Cell Address**(0 Hrs)**

Standard Toolbar – Formatting toolbar – the Formula bar – Status bar – Components of an Excel Workbook. Working in Excel : Entering data in cell address – Making changes to an entry – Mathematical Calculations – Formulas using numbers – Formula using Cell address – Defining functions simple Graphs.

Unit – V Powerpoint**(0 Hrs)**

Microsoft Powerpoint: Starting Powerpoint – Creating a presentation – Saving a Presentation – working with views – Adding Graphics, Charts and Tables – Masters – Using Slide Transition- Printing – Closing the Slides – Quitting Microsoft Powerpoint.

Text Books

1. VIKAS GUPTA, “Comdex Computer Course Kit (XP Edition)”, Dreametech press, New Delhi.

Reference Books

1. Stephen L. Nelson, “The Complete Reference office 2000” Tata McGraw – Hill Publishing Company limited, New Delhi.
2. N.Krishnan, “Window and MS Office 2000 with Database Concepts” Scitech publications (India) Pvt Ltd., Chennai

Course Designer

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