ELECTIVE COURSE – I – OFFICE PROGRAMMING

Credit Allotted: 4   **Max. Marks: 75**

Internal Assessment Theory – 15 Marks;   Practical – 10 marks
Univ. Exam. Theory   - 45 marks Practical - 30 marks

Unit I

Introduction to computers – Meaning and Characteristics of Computers – Components of computer – I-P-O Cycle – Memory and control units – Input and Output devices – Hardware and software – Operating Systems – Areas of Application – Benefits to society.

Unit II

Word – Creating Word Documents – Business Letters using wizards – Editing – Inserting Objects – Formatting – Spelling and grammar check – Word Count, Thesaurus, Auto Correct – Working with tables – Mail Merge – Introduction to Spread Sheet (MS – Excel) – Introduction to spread sheets – entering and editing text, numbers and formulae – Inserting rows and columns Building Worksheets – Creating and formatting charts – Application of Financial and Statistical functions.

Unit III

MS Power Point Creating a simple presentation – Creating, inserting and deleting slides – Saving a Presentation.

(Practicals 40 marks)

Unit IV

Word – Personal, Official letters – Circulars and templates – Use of Wizards – Resumes – Preparation of Bio data – Creating Greetings – Clip Art – Bullets and Numbering – Insertion of charts and diagrams - Tables – Mail merge – Excel – Entering information in worksheet – Sum functions - Align data cells – Changing column width and row height – Pay bill – mark sheet – Electricity bill – Pay slip.

Unit V

PowerPoint – Simple presentations – creating slide show – animation – inserting and deleting slides.

Books for Reference:

1. Microsoft Office for Windows – E.D. Jones and Derek Sutton Publication.
2. MS Office 2000 – Sanjay Saxena, Vikas Publishing House.
3. Computer Applications in Business – S.V. Srinivasa Vallabhan, Sultan Chand and Sons, New Delhi.
4. Computer Applications in Business – TD Malhotra, Kalyani Publications.
5. PC Software for Windows made simple – Taxali, Tata Mcgraw Hill Publishing Company Limited.