

**SES's L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)**



Syllabus of Ms-Office under NEP 2020 vertical - OE with effect from 2024-25

Department of Information Technology and Data Science

HoD/Sr. Person of the Department: Prajakta Joshi

Date of approval by the BoS: 27/04/2024

Approved by the Academic Council: 29/04/2024

Ratified by the Governing Body on: 06/05/2024



Programme: Bachelor of Commerce (Banking and Insurance)			Semester : I		
Course : MS - Office Academic Year: 2024-2025 Batch: 2024-2027			Code: UGBBIIOE224		
Teaching Scheme			Evaluation Scheme		
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA)	Term End Examinations (TEE)
30	Nil	Nil	2	20 marks	30 marks

Learning Objectives :	<ol style="list-style-type: none"> 1. Recall the basic functions and features of Microsoft Office applications. 2. Understand the purpose and utility of different features within Microsoft Office. 3. Utilize advanced features to create complex documents, spreadsheets, and presentations.
Learning Outcomes :	<ol style="list-style-type: none"> 1. Students will be able to remember and identify the tools and functions within Microsoft Word, Excel, PowerPoint, etc. 2. Students will be able to use Word for writing reports, Excel for data analysis and budgeting, and PowerPoint for creating presentations effectively. 3. Students will demonstrate proficiency in using features like mail merge in Word, complex formulas in Excel, and multimedia integration in PowerPoint to create professional-quality outputs.
Pedagogy:	Practical based learning, problem-based learning, peer learning

Detailed Syllabus: (per session plan)

Session Outline for Ms-Office

Each lecture session would be of one hour duration (30 sessions).

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration
I	<p>I A] MS WORD Text Basics: Alignment of text, Cut, Copy, Paste, Select All, Clear, Find & Replace, Text Formatting and saving file, New, Open, Close, Save, Save As, Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph, Working with Tabs and Indents Working with Objects: Shapes, Clipart and Picture, Word Art, Smart Art, Charts Change the Order of Objects, Page Number, Date & Time, Header & Footers, Watermark,</p>	Practical based learning, problem-based learning, peer learning	15

	<p>Working with bullets and numbered lists, Tables, Merging Documents, Proofing the document I B] MS Excel Introduction to Excel: Introduction to Excel interface, Understanding rows and columns, Naming Cells, Working with excel workbook and sheets Formatting excel work book: Modifying Columns, Rows & Cells, Perform Calculations with Functions, Date and Time Functions, Financial Functions, Logical Functions, Mathematical Functions, Statistical Functions, Text Functions. Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually Case study: To prepare document and excel based projects</p>		
II	<p>MS POWERPOINT Setting Up PowerPoint Environment, Find & Replace, Working with Tabs and Indents, Creating slides and applying themes, Working with bullets and numbering, Working with Objects: Table, Shapes, Clipart and Picture, Word Art, Smart Art, Hyperlinks and Action Buttons, Page Number, Date & Time, Header & Footers, Watermark Working With Movies and Sounds: Inserting Movie From a Computer File, Inserting Audio file Animation and Slide Transition: Default Animation, Custom Animation, Modify a Default or Custom Animation, Reorder Animation Using Transitions, Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide Using slide Master, Slide show option, Proofing and Printing, Save as video, Save as JPEG files, Save as PowerPoint Show file, Print Preview, Print Case study: Creating a presentation with minimum 20 slides with a script. Presenting in different views, Inserting Pictures, Videos, Creating animation effects on them Slide Transitions, Timed Presentations Rehearsal of presentation</p>	Practical based learning, problem-based learning, peer learning	15

REFERENCE BOOKS

1. Curtis Frye, Joan Lambert, Microsoft Office Step by Step, Pearson Education
2. Jennifer Kettell, Guy Hart-Davis, Curt Simmons, Microsoft Office: The Complete Reference, McGraw-Hill.
3. Bittu Kumar, Mastering MS Office, V&S Publishers