GOVERNAMENT DEGREE COLLEGE -YELLAREDDY



COURSE TITLE:MS OFFICE 2014-15

Objectives

- Acquire confidence in using computer techniques available to users;
- Recognize the basic components of computers and terminology;
- Understand data, information and file management;
- Create documents using Word processor, Spreadsheet & Presentation Software;;
- Use computer to improve existing skills and learn new skills.

MS Office SYLLABUS

Time Duration: 30 Hrs.

Block Diagram of Computer – CPU - Input/output Units- Storage Units – Primary and Secondary Storage Devices The CPU and Main Memory, Data Representation, Micro Computer System Unit, Input & Output Devices, Keyboard, Pointing devices, Source data entry devices, Soft copy output, Hardcopy output.

MS Word & Word Processing: Meaning and features of word processing – Advantages and applications of word processing. Creating, saving and closing a document. Text and paragraph formatting.

Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., Insertion and deletion of worksheet

SUGGESTED BOOKS:

- 1. Introduction to Information Technology: Rajaraman, PHI
- 2. Aksoy & DeNardis "Introduction to Information Technology", Cengage Learning

LESSON PLANNING

Lecture 1: Block Diagram of Computer

Block diagram of a computer gives you the pictorial representation of a computer that how it works inside. Or you can say that, in computer's block diagram, we will see how computer works from feeding the data to getting the result.

Lecture 2: Storage Units

A storage device is any computing hardware that is used for storing, porting and extracting data files and objects. It can hold and store information both temporarily and permanently, and can be internal or external to a computer, server or any similar computing device.

Lecture3: Soft copy output, Hardcopy output.

The output device receives information from the computer and provides them to the users. The computer sends information to the output devices in the binary coded form. The output devices convert them into a form such as printed form or display on a screen, which can be used by the users. The commonly used output devices are monitor and printer. Types of outputs,

A softcopy output is an output which is not produced on a paper or some materials which can not be touched or carried for being shown to others. They are in temporary in nature and vanish after use. For e.g. output display by a monitor is a softcopy output.

Lecture4: Meaning and features of word processing

Word Processing is the **process** of creating text documents. It consists of creating, editing and formatting text and adding graphics in the document. ... They provide facilities to create, edit, and format documents in different layouts. Using these programs, images can also be included in documents.

Lecture5: Advantages and applications of word processing.

Advantages of **word processors** 1) It is faster and easier than writing by hand. 2) You can store documents on your computer, which you cannot do on a typewriter. 3) You can review and rewrite your documents. 4) There are more formatting choices with a **word processor** (the spelling, grammar and language tools).

Lecture6: Click Save As on the File menu.

In the **Save** As dialog box, replace the name in the File name box by typing Tip Top Letter .

Click **Save** . Word creates a copy of the file, closes the original Award Letter, and changes the name in the title bar to Tip Top Letter.

ting, saving and closing a document.

lecture7: Text and paragraph formatting.

A **paragraph** in Word is any **text** that ends with a hard return. You insert a hard return anytime you press the Enter key. **Paragraph formatting** lets you control the appearance if individual **paragraphs**. For example, you can change the alignment of **text** from left to center or the spacing between lines form single to double.

Lecture 8 to 10:Features of ms-excel

Add Header and Footer. **MS Excel** allows us to keep the header and footer in our spreadsheet document.

Find and Replace Command. ...

Password Protection. ...

Data Filtering. ...

Data Sorting. ...

Built-in formulae. ...

Create different charts (Pivot Table Report) ...

Automatically edits the result.

Lecture 11 to 12: workbook, cell, cell pointer

The **cell pointer** in **Excel** is the active **cell** or the selected **cell** and is highlighted by a bolder rectangle. The location of the **cell pointer** is listed below the tool bar to the left of the **formula** bar. By using the arrow keys on the keyboard or pointing and clicking on the desired **cell**, you can move the **pointer**.

Lecture 13:Insertion and deletion of worksheet

To **insert** a single new **worksheet** to the right of the currently selected **worksheet**, click the "New **Sheet**" button at the right end of the **spreadsheet** name tabs.

Alternatively, click the "**Insert**" drop-down button in the "Cells" button group on the "Home" tab of the Ribbon.

Lecturer 14: Exam on MS Office

Lecturer 15: Discussion and Certificate Issue

LESSON PLAN

GOVERNMENT DEGREECOLLEGE YELLAREDDY DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON MS OFFICE Time: 1 Hour

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S.No	Date	Lecture	Topic	Activity
				Observation of Computer
1	08-10-2014	lecture1	Block Diagram of Computer	Parts
				Pointing The PC Have
2	13-10-2014	lecture2	Storage Units	Units
				Preparation of making
3	14-10-2014	lecture3	Soft copy output, Hardcopy output.	softcopy
				write the where using
4	15-10-2014	lecture4	Meaning and features of word processing	ms-word
			Advantages and applications of word	
5	16-10-2014	lecture5	processing.	Given some Examples
				Typing a Pharagraph on
6	17-10-2014	lecture6	Creating, saving and closing a document.	Computer
				Typing a Pharagraph on
7	18-10-2014	lecture7	Text and paragraph formatting.	Computer
8	20-10-2014	lecture8	Features of MS Excel	Live Examples
9	21-10-2014	lecture9	Features of MS Excel	Live Examples
10	22-10-2014	lecture10	Features of MS Excel	Live Examples
				Creating Students Marks
11	25-10-2014	lecture11	workbook, cell, cell pointer	Table
				Creating Students Marks
12	27-10-2014	lecture12	workbook, cell, cell pointer	Table
				Creating Students Marks
13	28-10-2014	lecture13	Insertion and deletion of worksheet	Table
14	29-10-2014	lecture14	Exam	
15	30-10-2014	lecture15	Discussion and Certificate Issue	

STUDENT LIST:

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	39	CH KUSUMARANI	500812111512
	40	CH MOUNIKA	500812111514

THE REPORT OF MS OFFICE:

The MS Office course for the Year 2014-15 was organized by Department of Commerce from 06 Sep to 21 Oct for students who are studying their degree standard. There were 15 students with the speech of the principal.

The students began the day by asking questions about MS Office clarify their doubts. They had only one class for a day(1hour) for Computer awareness .To make learning more introduced computer lab .activity/task based programs were part of the curriculum. Every student participate lab session after the lecture and using ICT(Digital board and Projector) technology for motivation of each and every student.

In this course we were created good environment in the class room and lab for the students to self motivated. Students were encouraged by the faculty, mentors to communicate with lab experimental sessin. It was seen in the students who work really worked hard and made a lot of effort to learn basics of computer knowledge, confidence and developed their overall skills.



KAMAREDDY Dist., TELANGANA STATE DEPARTMENT OF COMMERCE

Certificate of Completion

This is to certify t	that Mr/Ms		Classwith
roll number	, has successfu	illy completed	Days Certificate Course on
	" from	to	, Organized by Department of
	, Government Model Degr	ee college Yellaredo	ly, Kamareddy Dist,Telangana State.
			Directors
Co-ordinator GMDC Yellareddy			Principal GMDC Yellareddy