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

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

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

STUDENT LIST:

Sl.No	Name of the student	Rool Number
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9	B ANITHA	500812441503
10	V DURGABHAVANI	500812441505
11	N MAMATHA	500812441509
12	P MOULIKA	500812441510
13	P NANDINI	500812441513
14	K PROMODHA	500812441515
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16	H SAMRIN	500812445505
17	P LALITHA	500812445506
18	P LAVANYA	500812445507
19	S LAVANYA	500812445508
20	R MANJULA	500812445509
21	U MANJULA	500812445510
22	M NIROOPA	500812445512
23	B MOUNIKA	500812445513
24	T BHARGAVI	500812445504
25	H SAMRIN	500812445505
26	P LALITHA	500812445506
27	P LAVANYA	500812445507
28	S LAVANYA	500812445508
29	R MANJULA	500812445509
30	U MANJULA	500812445510
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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.

GOVERNMENT MODEL DEGREE COLLEGE YELLAREDDY

KAMAREDDY Dist.,TELANGANA STATE
DEPARTMENT OF COMMERCE

Certificate of Completion

This is to certify that Mr/Ms._____Class _____with

roll number _____, has successfully completed _____ Days Certificate Course on

" _____ " from _____ to _____ , Organized by Department of

_____ , Government Model Degree college Yellareddy, Kamareddy Dist,Telangana State.

Co-ordinator
GMDC Yellareddy

Principal
GMDC Yellareddy