

VALUE ADDED COURSE - 3

NAME OF THE COURSE	: INFORMATION TECHNOLOGY FOR OFFICE
COURSE COORDINATOR	: MRS. JINTU JOSEPH, DEPT OF COMPUTER APPLICATIONS (SF)
DURATION OF THE COURSE	: 30 HRS
STUDENTS INTAKE	: 30

OBJECTIVES OF THE COURSE

- To make the students capable of managing the office activities with the help of information technology.
- To familiarize the students with MS office and word processing
- To introduce the students to Page Maker, Micro soft Excel etc

SYLLABUS

MODULE I

WORD PROCESSING PACKAGE

MS-Word 2007: introduction; Features-Word User Interface Elements, Creating new documents, Basic Editing, Saving a document , Printing a Document, Print preview, Font formatting, Setting tabs-Page Margins, Indents, Paragraph formatting, Headers and Footers, Mail Merging, Spelling and Grammar checking, Thesaurus, Macros , Word art. **(10 Hrs)**

MODULE II

DESKTOP PUBLISHING: PageMaker 7.0

Introduction to Desktop Publishing as a Process, PageMaker tools and Palettes, Working with objects, type styling options, Working with text-formatting options, Leading, Scaling, Creating frames-Layers . **(10 Hrs)**

MODULE III

SPREADSHEET PACKAGE

Ms-Excel 2007 introduction, working with cell and cell addresses, moving, cutting, copying with paste, inserting and deleting cells, adding deleting and copying worksheet within a workbook, cell formatting options, changing row/column/height/width, Formatting a worksheet automatically ; using print preview, Preparing worksheet for the printer, selecting print area.

Advanced Features of Excel: All functions in excel, Using Logical Functions, Statistical functions, Mathematical etc. Elements of Excel charts, Categories, Create a chart, Edit chart axis, Adding a textbox, Designing of templates in Excel.

(12 Hrs)

Outcome of the course

- To recognize when to use each of the MS OFFICE programmes to create professional documents.
- To equip students to develop their curriculum vitae.
- To enable students to perform basic calculations in MS Excel.
- To design posters , brochures and pamphlets needed for advertising.

Mode of Evaluation:

Attendance, Assignments, Test papers