

**E.M.G. YADAVA WOMENS COLLEGE, MADURAI -14.**

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

Re –accredited (3<sup>rd</sup> cycle) with Grade A<sup>+</sup> and CGPA 3.51 by NAAC

**CBCS**

**DEPARTMENT OF MATHEMATICS– UG**

**ADD ON COURSE**

( w.e.f. 2021- 2022 onwards)

**MS-Office**

1. This Course is taken up by first year Mathematics students
2. Period of study : I Semester

**COURSE STRUCTURE**

**Contact Hours: 30 hrs.**

**Credits: 1**

<b>S.No</b>	<b>Sem</b>	<b>Subject Code</b>	<b>Title of the Paper</b>
1.	<b>I</b>	<b>21MAOC</b>	<b>Theory: MS-Office</b>
2.	<b>I</b>	<b>21MAOCP</b>	<b>Practical: Practical in MS-Office</b>

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**DEPARTMENT OF MATHEMATICS – UG**

**ADD ON COURSE**

( w.e.f. 2021- 2022 onwards)

**MS –Office**

**Title of the Paper : MS –Office**

**Semester : I**

**Contact hours: 30hrs.**

**Sub Code : 21MAOC**

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**Objective:**

The students will be able to various basic concepts of MS word, MS Excel to build the skill of MS Power Point and also data entry operator.

**Unit –I MS Word:** Creating, Editing, Saving, Simple Character Formatting, Inserting Tables, Working with Images

**Unit –II MS Word:** Smart Art, Page Breaks Understanding Document Properties, Printing Text Documents, Using Lists & Styles

**Unit -III MS Excel:** Spreadsheet Basics, Working with Functions & Formulas Speeding Data Entry: Using Data Forms Formatting Worksheets,

**Unit -IV MS PowerPoint:** Opening, Viewing Creating& Printing Slides, Applying Auto Layouts, Adding Custom Animation

**Unit -V MS PowerPoint:** Using Slide Transitions, Graphically Representing Data: Charts &Graphs, Creating Professional Slide for Presentation

**Text Book:**

MS-OFFICE by C. NellaiKannan, NELS PUBLICATIONS, 137 Bharathiar Street,  
Thirunelveli-6 (2002)

**PRACTICAL**

**Title of the Paper:** Practical in MS-Office

**Subject Code : 21MAOCP**

**List of Practical**

I) Create a two paragraphs and do the following task

1. Justify the paragraphs.
2. 1.5 line spacing for 1st paragraph.
3. Use numbering to the sentences in the second paragraph. ( Insert till 5)
4. Inserting 5 x5 table .
5. Make the text italic, text font size 15.
6. Insert page number at the left bottom of the page.

II).Create 3 slides and perform the following task

1. Type your name & college name in rectangle box
2. "MS Office Exam 2022" as footer, header, and watermark
3. Insert the following equation.
4. Insert shapes and picture

III). Calculate the following table and do another task.

<b>S.No.</b>	<b>Month</b>	<b>Income</b>	<b>Expenses</b>	<b>Saving</b>
1	January	12000	8000	4000
2	February	18000	12000	6000
3	March	15000	23000	-8000
4	April	14000	11000	3000
Total		59000	54000	5000

1. Calculate Saving as  $\text{Income} - \text{Expense}$  using Table Formula.
2. Calculate Total Income, Expense, and Saving.