

E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-14**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)**Re-accredited (3rd Cycle) with Grade A⁺ and CGPA 3.51 by NAAC**CBCS with OBE****DEPARTMENT OF MATHEMATICS– UG****ADD ON COURSE****MS –Office****(w.e.f 2022 – 2023 Batch Onwards)****COURSE STRUCTURE****Contact Hours : 30 Hrs****Credit : 1**

S.No	Semester	Subject code	Title of the Paper
1	I	22MAAOC	MS –Office
2	I	22MAAOCP	Practical in MS-Office

Department of Mathematics			Class : I B.Sc		
Sem.	Category	Course Code	Course Title	Credit	Contact Hours
I	Add On Course	22MAAOC	MS –Office	1	30
		22MAAOC P	Practical in MS-Office		

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. Nellai Kannan, (2002)NELS PUBLICATIONS, 137 Bharathiar Street, Thirunelveli-6

List of Programs

- I) Create a two Paragraphs and do the following task
 - 1. Justify the paragraphs.
 - 2. 1.5 line spacing for I st paragraph.
 - 3. Use numbering to the sentences in the second paragraph. (Insert till 5)
 - 4. Inserting 5 x 5 table.
 - 5. Make the text italic, text font size15.
 - 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