Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Internal	Final Exam	Total
UGSEC-204	Office Productivity Tools	Skill Enhancement	2	0	0	4	50	-	50

Course Outcomes

At the end of the course the student will be able to	
CO1	Describe the basics of word processing software and design a document.
CO2	Design customized presentations using PowerPoint.
CO3	Analyze data by using charts and graphs in spreadsheet software.
CO4	Analyze datasets using pivot tables in spreadsheet software.
CO5	Demonstrate the usage of mathematical functions and data analytics features in spreadsheet software.

Detailed Syllabus

Section A	
Word Processor Software	
1.	Editing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.
2.	Editing and Profiling Tools: Checking and correcting spellings. Using Graphics, Tables, Charts, Document Templates and Wizards.
Presentation Software	
3.	Interface of the Presentation: Creating, Opening and Saving Presentations
4.	Professional Look of the Presentation: Working in different Design & Views, Working with Slides.
5.	Formatting and Editing: Text, Image and Paragraph formatting, Checking Spelling and Correcting Typing Mistakes
6.	Making notes and Handouts, Drawing and Working with objects, Adding clip art and other pictures
7.	Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.
Section B	
Spreadsheet Software	
8.	Concept and Working Interface, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets
9.	Entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae
10.	Functions in Spreadsheet: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard.
11.	Formatting a Worksheet and Cell: changing data alignment, changing date, number, character, or currency format, changing font, adding borders and colours
12.	Charts and Graphs – Creating, Previewing, and Modifying Charts. Integrating word processor, spread sheets, web pages, pivot chart.
13.	Create a combined chart like column and line, column, and area. Change the chart type for a defined data series, Add, delete a data series in a chart, Re-position chart title, legend, data labels.
14.	Change scale of value axis: minimum, maximum number to display, major interval. Change display units on value axis without changing data source: hundreds, thousands, millions. Format columns, bars, pie slices, plot area, chart area to display an image.

Textbooks

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Microsoft PowerPoint 2016 Step by Step	Joan Lambert	Microsoft Press	1st (2016)
2	Exploring Microsoft Excel 2019 Comprehensive	Mary Anne Poatsy, Keith Mulberry& Jason Davidson	Pearson	1st (2020)

Reference Books

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Microsoft PowerPoint 2016 Step by Step	Joan Lambert	Microsoft Press	1st (2019)