



Model Institute of Engineering
& Technology (Autonomous)
Lab Handout

Kot, Bhalwal, Jammu

LABORATORY HANDOUT

OFFICE PRODUCTIVITY TOOLS (UGSEC-204)

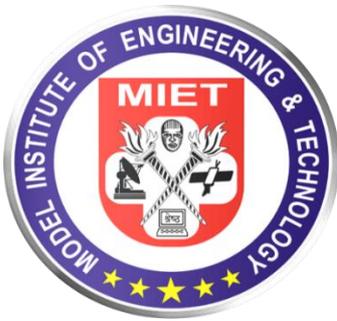
BCA(HONS.)-2ND SEMESTER

ACADEMIC YEAR (2023-24)

Ms. Amita Khanna

Assistant Professor

P.G Department of Computer Applications



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FUTURE BEGINS HERE....

P.G Department of Computer Applications

Model Institute of Engineering & Technology (Autonomous)

KotBhalwal, Jammu - 181122

www.mietjmu.in



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1

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Please Do Not Print Unless Necessary



Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	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.

LIST OF EXPERIMENTS

S.No.	Title
1	Editing features , Check Spellings, Page and Formatting Styles in Word Processor.
2	Create a list of Items using Bullets and Numbering in Word Processor.
3	Inserting Symbols and Special Characters in Word Processor.
4	Working with Tables in Word Processor.
5	Mail Merge in Word Processor.
6	Formulas in Calc and Calc Functions in Spreadsheet Software.
7	Fill Handle in Spreadsheet Software.
8	Cell Referencing in Spreadsheet Software.
9	Create, Modify and Format Charts in Spreadsheet Software.
10	Slide Layouts in Digital Presentation.
11	Presentation Views in Digital Presentation.
12	Working with Tables and Images in Digital Presentation.
13	Drawing Shapes and Master Views in Digital Presentation.
14	Slide Transition in Digital Presentation.

ADDITIONAL WEB RESOURCES

1.	NEPTEL LINK: Office Productivity Tools by IIT Delhi which gives hands-on experience to the students. https://onlinecourses.swayam2.ac.in/nou24_mg11
2.	NEPTEL LINK: Office productivity Tools by IIT Kharagpur which gives hands-on experience to the students https://onlinecourses.swayam2.ac.in/cec24_mg13
3.	NEPTEL LINK: Office Productivity Tools by IIIT Bombay which gives hands-on experience to the students. https://onlinecourses.nptel.ac.in/noc24_hs103
4.	NEPTEL LINK: Office Productivity Tools by IIT Guwahati which gives hands-on experience to the students. https://onlinecourses.swayam2.ac.in/aic20_sp18



LAB REPORT INSTRUCTIONS

- Provide specific title of the lab experiment.
- Theory: Provide a concise abstract (typically 100-200 words) that summarizes the purpose, methods, key findings, and significance of the experiment.
- Materials/ Equipment: List all materials, components, and equipment used in the experiment. Include specifications when applicable.
- Software/Simulation Tools:
- Experimental Procedure: Describe the step-by-step procedure for conducting the experiment. Be detailed and clear in your instructions. Include diagrams or schematics to illustrate the setup, connections, and component placement. Explain any variations or adjustments made to the standard procedure.
- Observation & Calculations/Analysis: Detail the data you collected during the experiment. Include descriptions of measurements and any calculations made. Use tables, charts, or graphs to present data clearly. Discuss any trends, patterns, or significant observations. Interpret the data in the context of the experiment's objectives. Ensure that all figures, tables, and equations are correctly labeled.
- Results: Summarize the key findings of the experiment. Present results in a clear and organized manner using tables and graphs. Include units of measurement and labels for data points.
- Conclusion: Provide a concise summary of the experiment's key points and outcomes.

GRADING AND ASSESSMENT

- **Continuous Evaluation:** 30 marks
- **Final Demo & Viva:** 10 marks
- **Attendance:** 10 marks
- **Lab Overall Marks:** 50 marks

COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Late Submissions:** Manuals and projects must be submitted by the specified timelines.

FACULTY INFORMATION

- **Office Hours**
Monday (12:05 PM - 12:55 PM)
Friday (12:05 PM - 12:55 PM)
- **Contact Information**
amita.bca@mietjammu.in



RUBRICS FOR LAB CONTINUOUS EVALUATION

Parameters	Performance			Marks
	Low	Medium	High	
Execution of the Experiment	Student was not able to setup and conduct the Experiment completely	Student was able to setup and conduct the experiment but measurement/ results/ observations were not correct	Students was able to set and conduct the experiment and the measurement/ results/ observations were not correct	10
	0-2 Marks	3-6 Marks	7-10 Marks	
Record	Student was not able to describe the detailed procedure and could not record the measurement.	Student was able to describe the detailed procedure partially or with some inaccuracy.	Student was able to describe the detailed procedure accurately and record all measurements correctly.	10
	0-2 Marks	3-6 Marks	7-10 Marks	
Viva Voice	Students could not demonstrate sufficient knowledge of foundation, functional or applied aspects related to the experiment during viva.	Students demonstrated sufficient knowledge of foundation, functional or applied aspects related to the experiment during viva.	Students demonstrate strong knowledge of foundation, functional or applied aspects related to the experiment during viva	10
	0-2 Marks	3-6 Marks	7-10 Marks	
Total Marks				30