

<b>COURSE TITLE</b>	<b>OFFICE SUITE</b>
<b>COURSE CODE</b>	<b>05CA0102</b>
<b>COURSE CREDITS</b>	<b>4</b>

**Objective:**

- 1 Gain essential skills in Microsoft Word for creating professional documents efficiently.
- 2 Develop proficiency in document formatting, Excel data management, and chart creation for effective communication and data analysis.
- 3 Solve business problems using IT applications, including impactful PowerPoint presentations and efficient email management
- 4 Master database management in Microsoft Access for effective data handling and reporting.
- 5 Acquire comprehensive skills in utilizing IT tools for various personal and professional tasks, enhancing productivity and effectiveness across different domains.

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Demonstrate essential skills in Microsoft Word to efficiently create professional documents tailored for diverse purposes and audiences.
- 2 Develop proficiency in document formatting, Excel data management, and chart creation to facilitate effective communication and enhance data analysis capabilities.
- 3 Apply IT applications such as PowerPoint for impactful presentations and streamline email management for efficient communication, effectively solving business problems.
- 4 Master database management in Microsoft Access, enabling effective data handling, querying, and reporting to address organizational needs.
- 5 Acquire comprehensive IT skills to utilize various tools for personal and professional tasks, thereby enhancing productivity and effectiveness across different domains.

**Pre-requisite of course:**NA

**Teaching and Examination Scheme**

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
2	0	4	50	30	20	0	50

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Basic of Word &amp; Word Formatting, Excel formulas &amp; chart</b> Creating a New Document, Preserving Your Work, Working with Documents, Selecting & Changing Text, Formatting Paragraph, Working with Formatting, Working with Shapes, Inserting Images & Shapes, Working with Text basics, Auto Correct, Adding Symbols, Hyperlink, Building a Table, Working with Header & Footer, Changing the page Setup, Understanding Worksheet Cell and Data, Entering and Editing Data,, Working with Formulas and Functions, building a Table, creating a Chart, Working with Chart, Working with Chart Elements	15
2	<b>PowerPoint &amp; Basic of email, Basic of Access</b> Adding a slide to presentation, adding a data to slide, working with slides, Defining Slide Animations, preparing a slide Show, Understanding Slide Master, setting up your Email Account, Composing and Sending Email Message, Reading and working with Email, Using the Calendar Folder, setting up Appointments, Exploring the Contact folder, adding a new contact, Importing Contact Data, Working with contact, Understanding Access Basics, creating a Database, Building and Working with Tables, Querying Access Data, Creating Forms Creating Reports	15
<b>Total Hours</b>		<b>30</b>

**Suggested List of Experiments:**

Contents : Unit	Topics	Contact Hours
1	<b>Unit 1</b> Create a word document with a specific title, header, and footer., Make a word document with a specific fonts, sizes, and styles for text in the document., Apply paragraph alignment (left, center, right, justify) to different sections of the document., Make a word document select and format specific text (e.g., bold, italic, underline)., Create a word document, change text color and highlight important sections., Demonstrate a word document, Adjust line spacing, margins, and indentation for different paragraphs., Make a word document and insert various shapes (e.g., rectangle, circle, arrow) into the document., Make a word document and resize, rotate, and position shapes as needed., Demonstrate a word document, insert images from files or online sources and align them with text., Create a word document, use text basics like copy, cut, paste, and undo/redo operations., Create a word document and insert symbols (e.g., copyright symbol, degree symbol) into the document., Create a excel sheet and apply cell formatting (font style, size, color, borders, and fill color) to enhance readability., Create a excel sheet using conditional formatting to highlight data based on specified criteria. • Make a excel sheet and use basic arithmetic formulas for calculations (sum, average, count, etc.)., Demonstrate a various type of charts (bar, line, pie, etc.) to visualize data., Make a table and convert data into Excel tables for easier sorting, filtering, and analysis., Make a table and use structured references to refer to table columns in formulas. Add headers and footers with titles, page numbers, and other information., Adjust page orientation (portrait or landscape) and paper size. Enter data efficiently using keyboard shortcuts (Ctrl + Enter, Tab, etc.)., Use data validation to restrict input to specific formats or values., Edit and delete data with undo/redo functionality. Modify chart data and update the chart dynamically. Change chart types and styles to better represent data.	30

### Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
2	<b>Unit 2</b> Create a new presentation using a predefined template or blank layout., Make a slide and add slide with titles, content, and visuals (text, images, charts, etc.), Create a slide and apply slide transitions and animations to enhance visual appeal., Make an email and Set up email accounts in your email client (Outlook, Gmail, etc.), Compose new emails with appropriate subject lines, recipients, and content. Format emails using fonts, colors, and attachments as needed., Explore calendar features to view and manage events, appointments, and meetings. Schedule appointments by selecting date, time, duration, and attendees. Set reminders and notifications for upcoming events., Explore contact folders to view and manage contacts (names, emails, phone numbers, etc.), Create a slides and Add animations to slide elements (text, images, shapes) for visual impact., Make a form and understand the Access interface, including the ribbon, navigation pane, and design view., Create a new database or open an existing one. Set database properties such as title, author, and description., Plan and design the database structure, including tables, relationships, and data types., Create primary keys and establish relationships between tables (one-to-many, many-to-many), Create tables with appropriate field names, data types, and validation rules. Modify table structures (add, delete, or modify fields) as needed., Create and run queries to retrieve specific data from one or more tables. Design user-friendly forms for data entry, editing, and viewing., Demonstrate form and Customize form layouts, fonts, colors, and controls (text boxes, combo boxes, buttons, etc.). Design professional reports for presenting data in a structured format. Include headers, footers, page numbers, and titles in reports., Make macros and Use macros to automate repetitive tasks and streamline workflow. Create custom queries, forms, and reports templates for reuse.	30
<b>Total Hours</b>		<b>60</b>

### Textbook :

- 1 Microsoft Office 2019 Step by Step, Joan Lambert and Curtis Frye, Microsoft Press, 2018

### References:

- 1 Computer Fundamental MS Office: Including Internet & Web Technology, Computer Fundamental MS Office: Including Internet & Web Technology, Anupam Jain & Navneet Mehra, Firewall, 2009
- 2 Learning Computer Fundamentals, MS Office and Internet & Web Tech, Learning Computer Fundamentals, MS Office and Internet & Web Tech, Dinesh Maidasani, Laxmi Publications, 2016

### Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
20.00	30.00	25.00	15.00	10.00	0.00

**Instructional Method:**

- 1 Board Work
- 2 PPT
- 3 Demo

**Supplementary Resources:**

- 1 <https://www.makeuseof.com/tag/microsoft-office-tutorials-courses/>
- 2 <https://www.javatpoint.com/ms-word-tutorial>