



## M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

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### VALUE ADDED COURSES

<b>COURSE NAME</b>	BASICS IN MS WORD AND MS EXCEL
<b>COURSE CODE</b>	VAWE09
<b>DURATION</b>	30 hours
<b>OFFERED BY</b>	DEPARTMENT OF COMPUTER APPLICATIONS

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#### Course Objectives:

The Course is aiming to equip all the aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets and for building databases through the use of Microsoft Office Word and Excel.

#### Course Outcome

At the end of the program students will be learnt

- To create professional quality documents, letters, reports, resumes, etc., and also allows you to edit or modify your new or existing document.
- To enter and edit data. Modify a worksheet and workbook. Work with cell references. Learn to use functions and formulas.

#### Syllabus

##### Unit – I: Introduction to Microsoft word

Word processor – Components of MS word – Cursor Movements – Creating Opening, Saving and Closing a document. Text Manipulations – Text Formatting – Using Cut, Copy and Paste – Spell Check – Undo and Redo- Bullets and Numbering.

##### Unit – II: Page Layout

Header and Footer – Border and Shading – Page Formatting - Watermark – Margins – Page Borders – Rulers – Printing Document.

### **Unit – III: Table Manipulation**

Table – Table Manipulation – insert and delete rows and column – Word Art – Clip Art — Text Box – Background Editing - Picture Insertion – Picture Manipulation.

### **Unit – IV: Introduction to Microsoft Excel**

MS Excel – Spread Sheet – Features of Excel – Creating a Workbook – Entering text, numbers, date and times. Components of MS Excel – Entering data in a cell – Merging cells – Wrapping Text.

### **Unit – V: Managing Worksheet**

Working with Rows and Column – Importing an External Data File – Printing Options – Charts in Excel – Function in Excel – Mathematical and Statistical Formula.

### **Reference Book:**

Microsoft Word & Excel 2021, Peter John

Introduction to Information technology, P. Rizwan Ahmed & A. Zakiuddin Ahmed.

### **Related Links:**

<https://www.geeksforgeeks.org/introduction-to-microsoft-word>

<https://www.guru99.com/introduction-to-microsoft-excel.html>