

Course: VSC

Title of the Course:-Microsoft Power Point and Microsoft Excel

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| Semester: II | Credits:2 | SubjectCode:ACBVSCCA22303 | Lectures: 30 |
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Course Outcomes:

At the end of this course, the learner will be able to:

- CO1 - Describe different elements of PowerPoint slides.
- CO2 - Design an effective presentation using PowerPoint.
- CO3 - Apply the formulae, graphs, functions in MS EXCEL
- CO4 - Demonstrate the application of MS POWER POINT, EXCEL

Unit1: Working with MS Power Point

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- Introduction to MS Power Point Presentation, Uses of Power Point Presentation
- Inserting New slide, Deletion of Slide
- Adding elements like Clip art, Graphics, Tables, Charts, Pictures, Videos on slides
- Applying Animation Effects and presenting slides in different Views
- Assignment: - Creation of Presentation on any topic.

Unit 2: Working with Microsoft EXCEL

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- Introduction to MS EXCEL
- Advantages of MS EXCEL, Disadvantages of MS EXCEL
- Uses of MS EXCEL
- MS EXCEL screen and its Components
- Basics of Spread sheet, Edit Data in Cell, Format cells,
- Fill Cells with Auto fill data
- Home Tab, Insert Tab, Page Layout Tab,
- Elementary working with MS EXCEL-Applying borders, Merging rows, cols
- Inserting charts
- Use of Mathematical functions (sum,average ,,max,min,mod,round,large)
- String function (upper, lower, concatenate)
- Logical functions (if, else if, vlookup , hlookup)
- Printing Worksheet data
- Assignment: Creation of Marksheet of a class, Creation of Charts

Recommended Text Books:

- Katherine Murray,2007 *Microsoft Office*,Prentice-Hall of India Limited,2006



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| Chairperson (HoD) | Computer Science | Ms. Ashwini Kulkarni | <i>[Signature]</i> |

Reference Books:

- Online Training Solutions, Inc. *Microsoft Office EXCEL2003*, Eastern Economy Edition
- Online Training Solutions, Inc. *Microsoft Office Power Point2003*, Eastern Economy Edition
- Michael Price, *Office 2019*, BPB publication, 1 January 2019
- Greg Perry, *Microsoft Office 2007, SAMS Teach Your Self*, Pearson Edition

Websites:

- 1) [http://mcchrddi.gov.in/mes2020/material/Microsoft%20Office\(MS-POWER%20POINT%202016\).pdf](http://mcchrddi.gov.in/mes2020/material/Microsoft%20Office(MS-POWER%20POINT%202016).pdf)
- 2) <https://byjus.com/govt-exams/microsoft-powerpoint/>
- 3) <https://www.geeksforgeeks.org/introduction-to-ms-excel/>
- 4) <https://byjus.com/govt-exams/ms-excel-basics/>

| Board of Studies | Name | Signature |
|-------------------------------|----------------------|--------------------------|
| Chairperson (HoD) | Ms. Ashwini Kulkarni | <i>Ashwini</i> 25/5/23 |
| Faculty | Ms. Swati Pulate | <i>Swati</i> 25/5/23 |
| Faculty | Ms. Smita Borkar | <i>Smita</i> 25/5 |
| Faculty | Ms. Shubhangi Jagtap | <i>Shubhangi</i> 25/5/23 |
| Faculty | Ms. Alka Kalhapure | <i>Alka</i> 25/5/23 |
| Faculty | Ms. Pradnya Godbole | <i>Pradnya</i> 25/5/23 |
| Subject Expert (Outside SPPU) | Dr. Aniket Nagane | <i>Aniket</i> 25/5/23 |
| Subject Expert (Outside SPPU) | Dr. Manisha Divate | <i>Manisha</i> 25/05 |
| VC Nominee (SPPU) | Dr. Reena Bharathi | <i>Reena</i> 25/5/23 |
| Industry Expert | Ms. Anjali Ingole | <i>Anjali</i> 25/5/23 |
| Alumni | Ms. Pooja Pande | <i>Pooja</i> 25-5-23 |



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|-------------------|------------------|----------------------|------------------------|
| Chairperson (HoD) | Computer Science | Ms. Ashwini Kulkarni | <i>Ashwini</i> 25/5/23 |