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

Semester: II	Credits:2	SubjectCode:ACBVSCCA22303	Lectures: 30

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	15

- 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	15

- 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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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, 1January 2019
- Greg Perry, *Microsoft Office 2007, SAMS Teach Your Self,*Pearson Edition

Websites:

1) http://mcrhrdi.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/

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