SRI RAMAKRISHNA MISSION VIDYALAYA POLYTECHNIC COLLEGE

(AN AUTONOMOUS & ISO 9001:2015 CERTIFIED INSTITUTION)

Short Term Certificate Course on

INTRODUCTION TO MS OFFICE

Topics and Allocation of Hours

Unit No	Topics	Hours
I	MS-Word	05
II	MS-Excel	05
III	MS-Power Point	05
IV	E-mail & Internet Basics	01
	MS OFFICE PRACTICAL	32
Total		**48**

OBJECTIVES:

On completion of the following exercises, the students will be able to

- Use the different facilities available in the word processor.
- Prepare Power Point presentation with different formats.
- Create different types of charts.
- Prepare Power Point presentation.
- Understand Internet concepts and usage of e-mail.

DETAILED SYLLABUS

UNIT - I

MS-Word   **05 Hours**

Introduction to word processing-Examples-Creation of new documents-opening document-insert a document into another document-Page setup-Margins- Font Properties-Alignment- Header, Footer deleting -Editing text in document-Saving a Document-Spell checker -Creating a table-Entering, editing & text in tables-Changing format of table, Height width of row or column-Editing, deleting rows & columns in table.

UNIT - II

MS-Excel   **05 Hours**

Introduction to analysis package -Concepts of workbook & worksheets -Various Data Types-Using Different features with data, cell and text-Inserting, Removing & Resizing of Columns & Rows-Working with data & ranges-Different views of

Worksheets-Column Freezing, Labels, Hiding, Splitting etc….-Using different features with data and text- Use of Formulas, Calculation.

UNIT - III
MS-Power Point   **05 Hours**
Introduction-Opening new presentation-Parts of Power Point Window-Opening-Saving & Closing Presentations-Features of Power Point, Background design-Animations-Types of views-Inserting and Deleting Slides-Arranging Slides-Slides show-Creating custom presentations.

UNIT - IV
E-mail & Internet Basics   **01 Hour**
Introduction-Getting acquainted with Internet connection- Email: Creating Email ID-Sending, Receiving and Deleting Email-Email with Attachments.

MS OFFICE PRACTICAL   **32 Hours**

1. Prepare a report from the given printed document of minimum 250 words. (Use text formatting tools, header & footer, page number, line spacing, font & images)

2. Create a resume for placement from the given printed template with your personal details. Publish a copy of the resume as PDF.

3. Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

4. Create a worksheet for the given relational data (minimum ten records) and show the data in the Line chart, Bar chart and Pie chart.

5. Create a worksheet for the given data with various functions like sum, average, count, min, max & logical functions [IF, AND].

6. Create a worksheet for the given data and analysis the data with various filters and conditional formatting.

7. Create a presentation of minimum 10 slides from engineering related topic.

8. Create a presentation of 10 slides about your college with Slide & Custom Animation, Shapes, Header & Footer, Slide number, Video, Audio, Picture, Tables and Hyperlink between slides.

9. Create an e-mail id and perform the following.
   a. Add a word attachment of the venue route
   b. Send the e-mail to at least 5 of your friends.

10. Create a presentation on Google docs. Ask your friend to review it and comment on it. Use "Discussion" option for your discussions on the presentation.
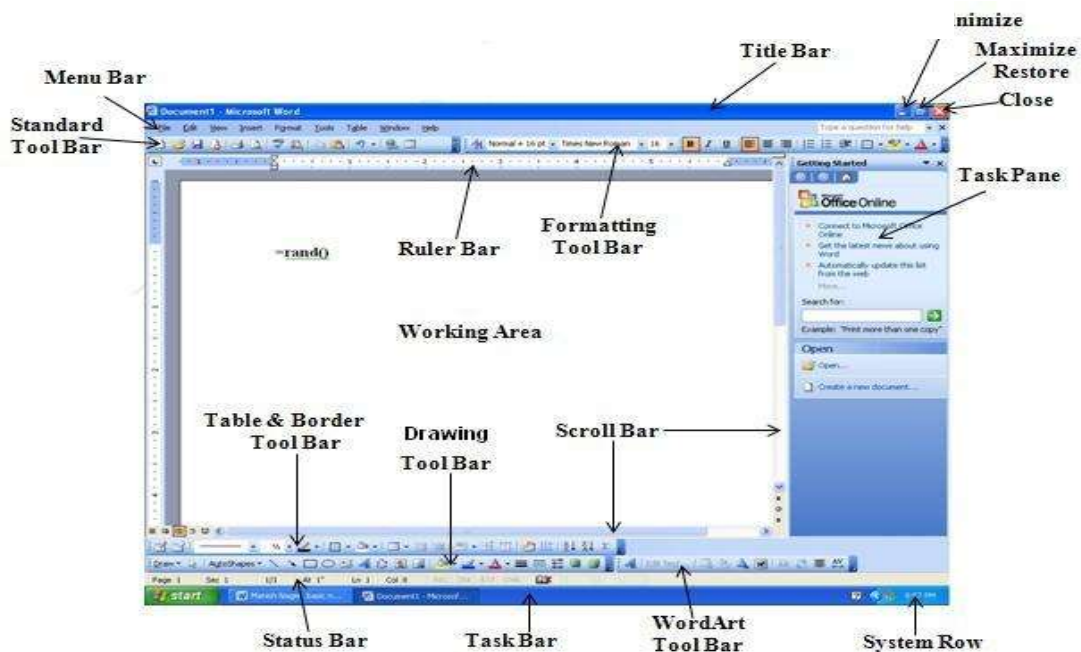
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UNIT-I

MS WORD

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**Introduction to word Processing**

Microsoft Word enables us to create professional-quality reports, documents, resumes, and letters. Unlike a plain text editor, Microsoft Word has highlights including grammar check, spell check, image support, text and font formatting, advanced page layout, HTML support, and more.
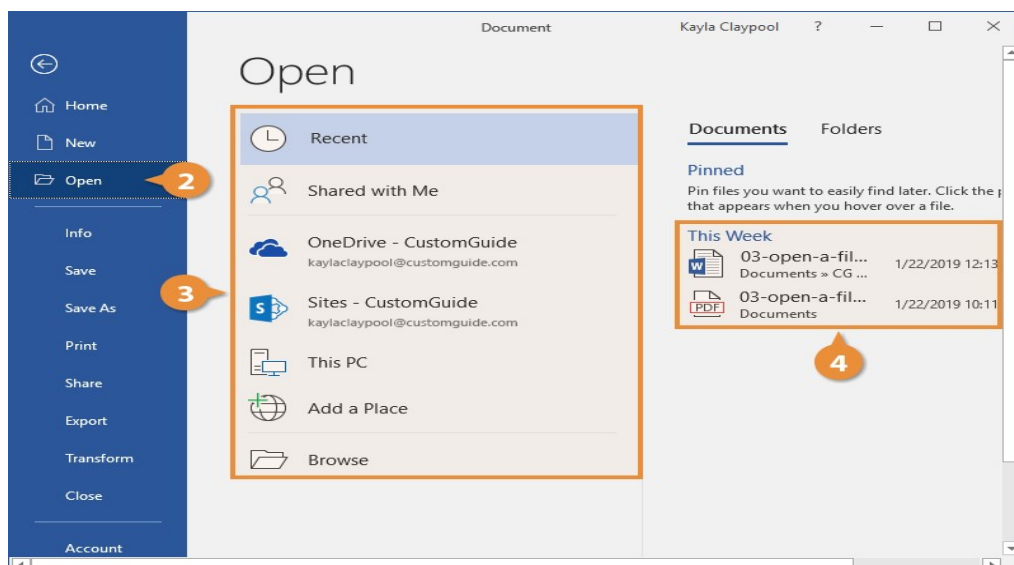
Examples

Creation of New Documents

After entering into the Word application, select File > New > Blank document. Open Word.
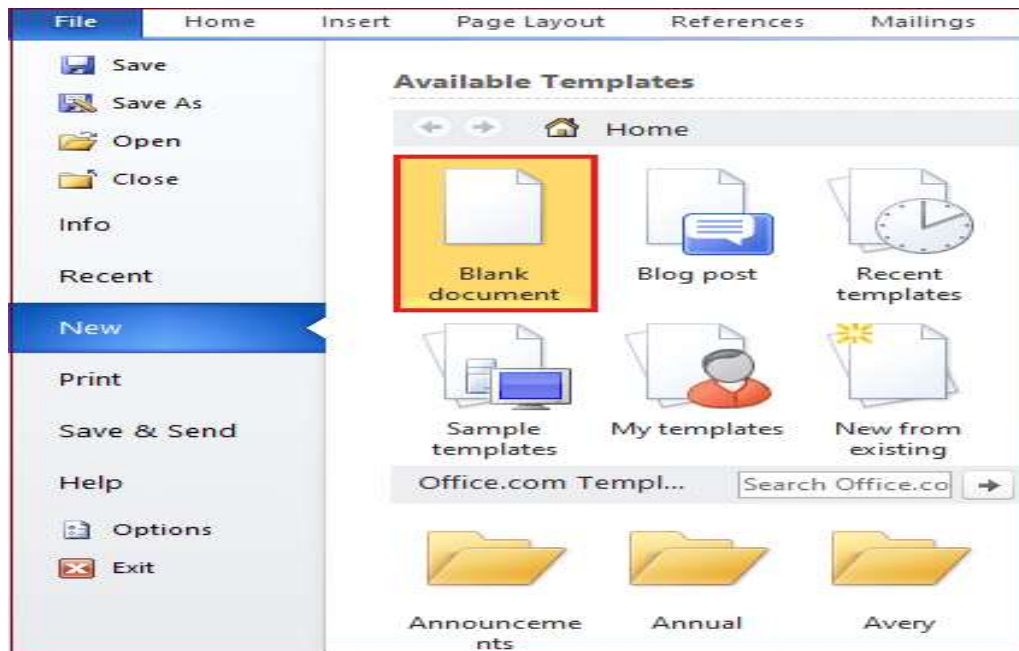
Opening Document

1. Click the File tab.
2. Click Open. The Open screen appears, giving you a few ways to find a document.
3. Select a location. Recent displays a list of documents that you've recently opened. ...
4. Select the file you want to open.

Insert a document into another document

1. Click or tap where you want to insert the content of the existing document.
2. Go to Insert and select the arrow next to Object .
3. Select Text from File.
4. Locate the file that you want and then double-click it.
5. To add in the contents of additional Word documents, repeat the above steps as needed.
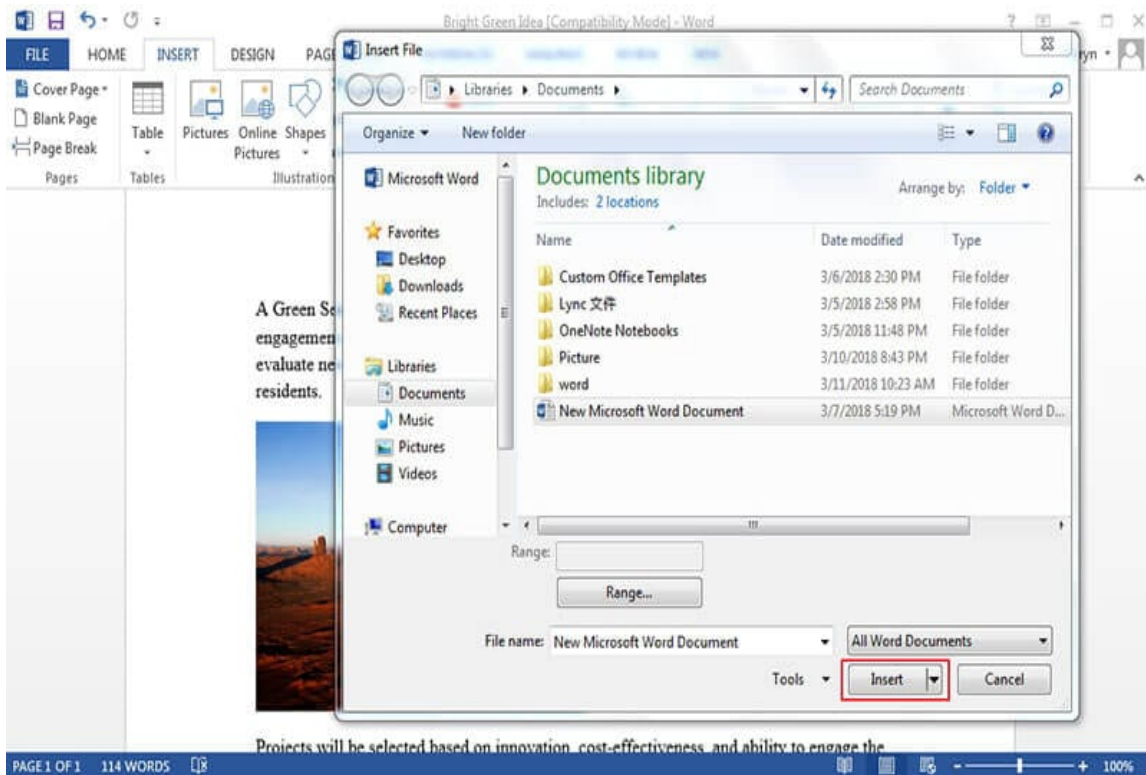

Page Setup

1. From the Layout tab, click Size. Select More Paper Sizes from the drop-down menu.
2. The Page Setup dialog box will appear.
3. Adjust the values for Width and Height, then click OK.
4. The page size of the document will be changed.

Margins

Select Layout > Margins. Select Custom Margins. In Margins, use the Up and Down arrows to enter the values you want. Select OK when done.

Font Properties

Go to Format > Font > Font. + D to open the Font dialog box. Select the font and size you want to use. Select Default, and then select Yes.
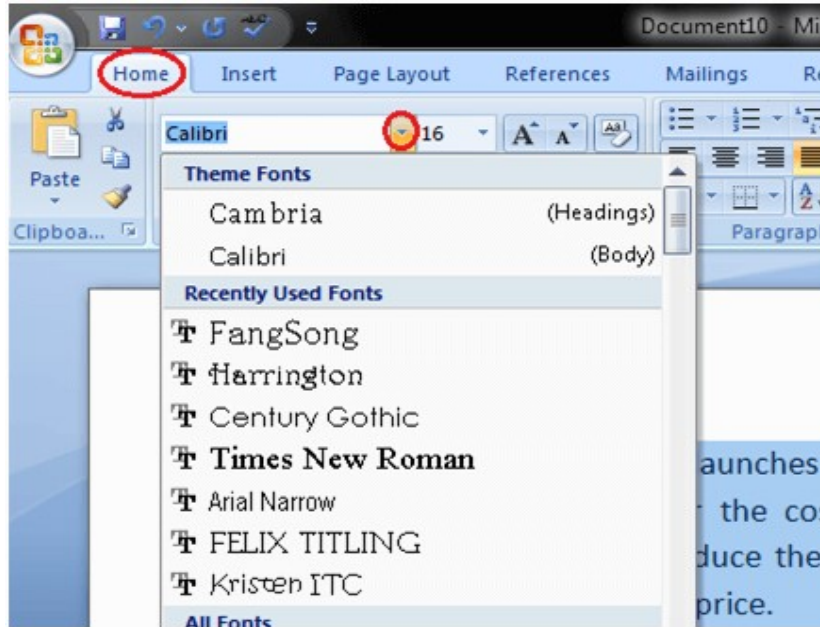
Alignment

1. Place the insertion point anywhere in the paragraph, document, or table that you want to align.
2. Do one of the following: To align the text left, press Ctrl+L. To align the text right, press Ctrl+R. To center the text, press Ctrl+E

Header, Footer deleting

You can also delete a header from a single page. Go to Insert > Header or Footer, and then select Remove Header or Remove Footer.

Editing text in document

Select the text you want to format. From the pop up toolbar or the Home tab, select an option to change the Font, Font Size, Font Color, or make the text bold, italics, or underline.

Saving a Document

Select the text you want to format. From the pop up toolbar or the Home tab, select an option to change the Font, Font Size, Font Color, or make the text bold, italics, or underline.

Spell checker

On the Review tab, click Spelling & Grammar. If Word finds a potential error, the Spelling & Grammar dialog box will open, spelling errors will be shown as red text, and grammatical errors will be shown as green text. To fix an error, do one of the following: Type the correction in the box and then click Change.

Creating a table

For a basic table, click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want. For a larger table, or to customize a table, select Insert > Table > Insert Table. Tips: If you already have text separated by tabs, you can quickly convert it to a table.
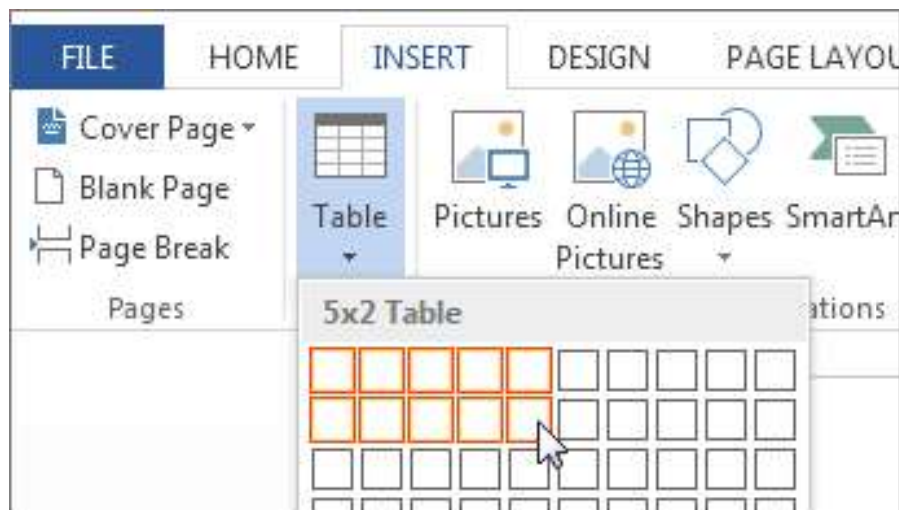

Changing format of table

To set or change table options in Word application right-click after selecting table and choose Table Properties. Note: If you want to set properties for a particular row, column, or cell, click in that row, column, or cell before making changes in the Table Properties dialog box.

Editing, deleting rows & columns in table

Select the column or row of the table. Right click the mouse. A menu appears. As required select 'Delete Columns' or 'Delete Rows'

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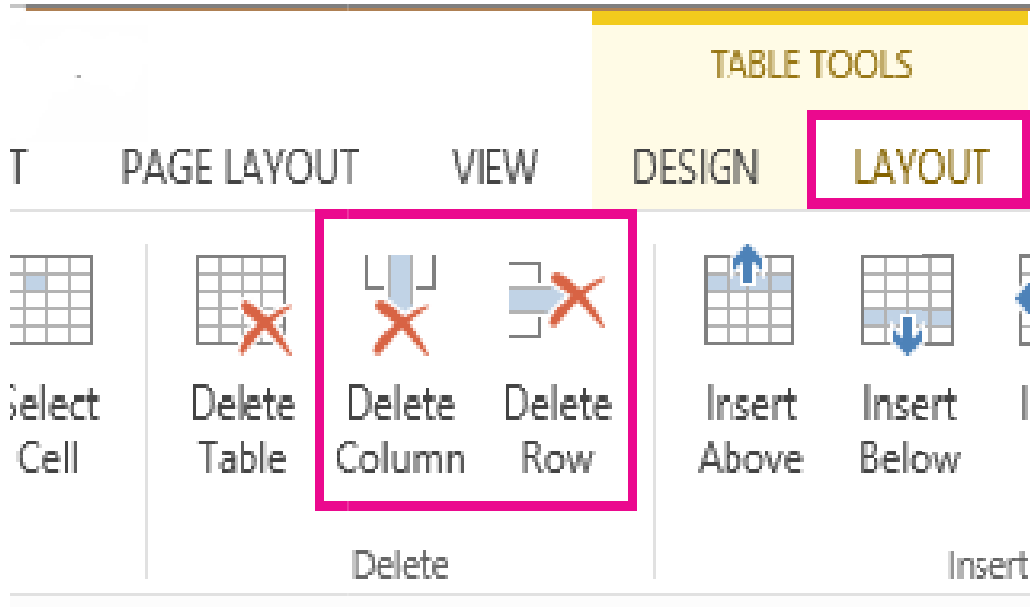
UNIT-II

MS EXCEL

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Introduction to Data Analysis Package

Microsoft Excel provides several means and ways to analyze and interpret data. The data can be from various sources. The data can be converted and formatted in several ways. It can be analyzed with the relevant Excel commands, functions and tools - encompassing Conditional Formatting, Ranges, Tables, Text functions, Date functions, Time functions, Financial functions, Subtotals, Quick Analysis, Formula Auditing, Inquire Tool, What-if Analysis, Solvers, Data Model, Power Pivot, Power View, Power Map, etc.

You will be learning these data analysis techniques with Excel as part of two parts-

- ➢ Data Analysis with Excel
- ➢ Advanced Data Analysis with Excel
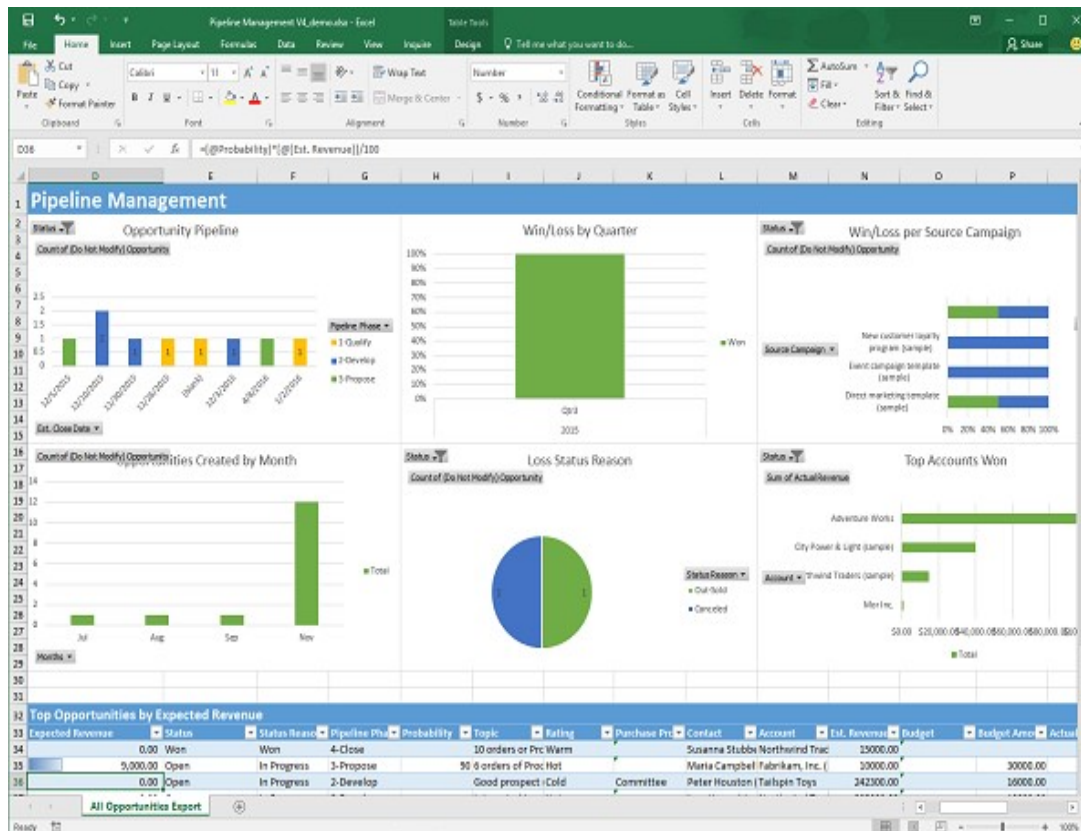
Concepts of workbook & worksheets

A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows.
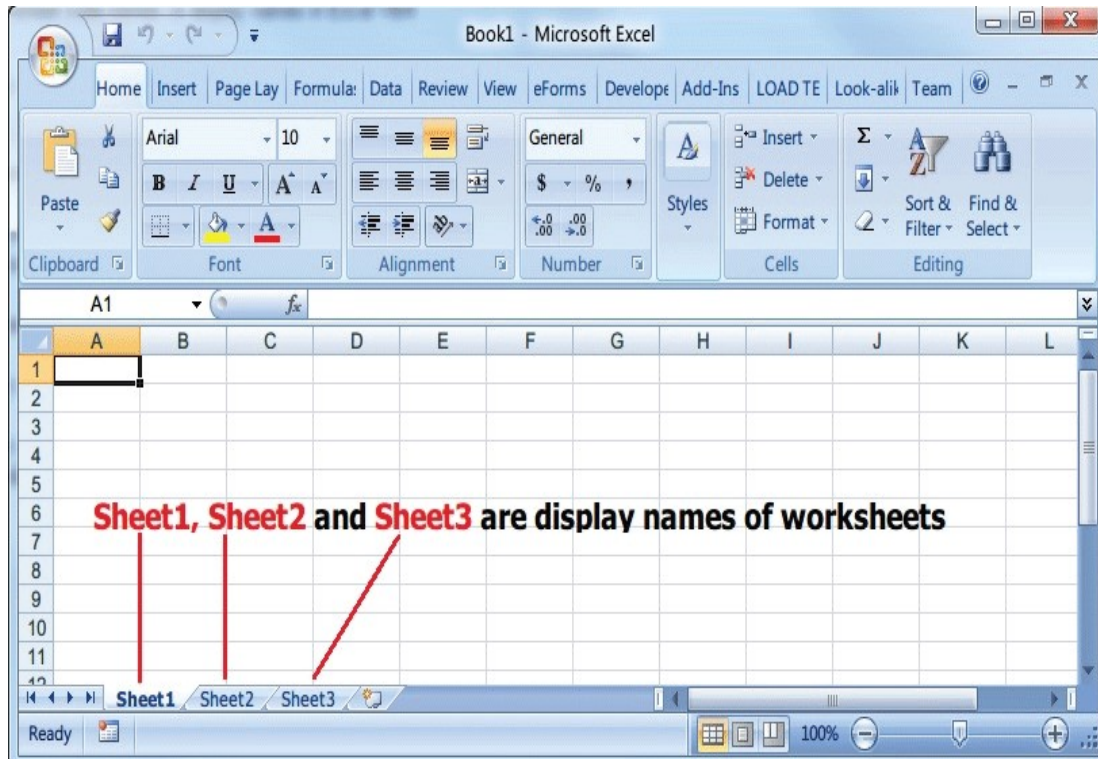
Various Data Types

Excel data types are the four different kinds of values in Microsoft Excel. The four types of data are,

➢ Text
➢ Number
➢ Logical
➢ Error.

Insert, Delete or Replace Cell Contents

- To insert characters, click in the cell where you want to insert them, and then type the new characters.
- To delete characters, click in the cell where you want to delete them, and then press BACKSPACE, or select the characters and then press DELETE.
- To replace specific characters, select them and then type the new characters.
- To turn on Overtype mode so that existing characters are replaced by new characters while you type, press INSERT.

  Note: Overtype mode can be turned on or off only when you are in Edit mode. When Overtype mode is turned on, the character to the right of the insertion point is highlighted in the formula bar, and it will be overwritten when you type.

- To start a new line of text at a specific point in a cell, click in the where you want to break the line, and then press ALT+ENTER.

Resizing of Columns & Rows

1. Select a column or a range of columns.
2. On the Home tab, select Format > Column Width (or Column Height).
3. Type the column width and select OK.

Working with data & ranges

Data range represents a cell, a row, a column, or a selection of cells that contain one or more continuous blocks of cells. A data range is specified by the range expression. In the Excel stage, you can use a range expression to specify the data range to extract. For example, Employee_Salary!

Find Range in Excel

B58 fx =MAX(C42:C57)-MIN(C42:C57)

	A	B	C	D	E
41	Employee ID	Name	Sales Amount		
42	13000	Adri			
43	13001	Nich			
44	13002	N			
45	13003	Sar			
46	13004	Patrick	14872		
47	13005	Davind	26254		
48	13006	David	27153		
54	13012	John Smith	23192		
55	13013	Martin	22905		
56	13014	Christine	20970		
57	13015	Samson	29428		
58	Range	19098			

Range = Maximum Value - Minimum Value
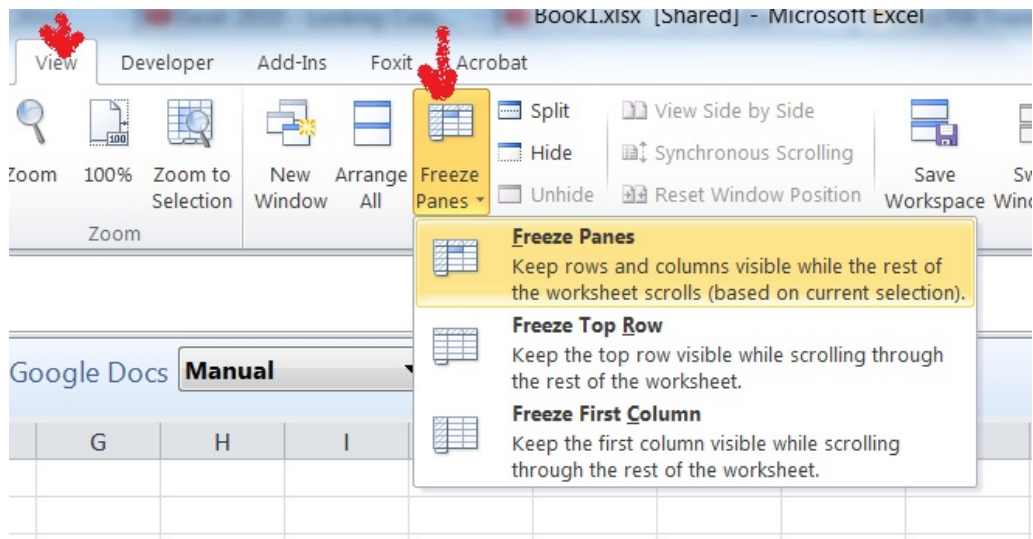
Different Views of Worksheets

Excel offers three different worksheets views:
  ➢ Normal
  ➢ Page Layout
  ➢ Page Break Preview.
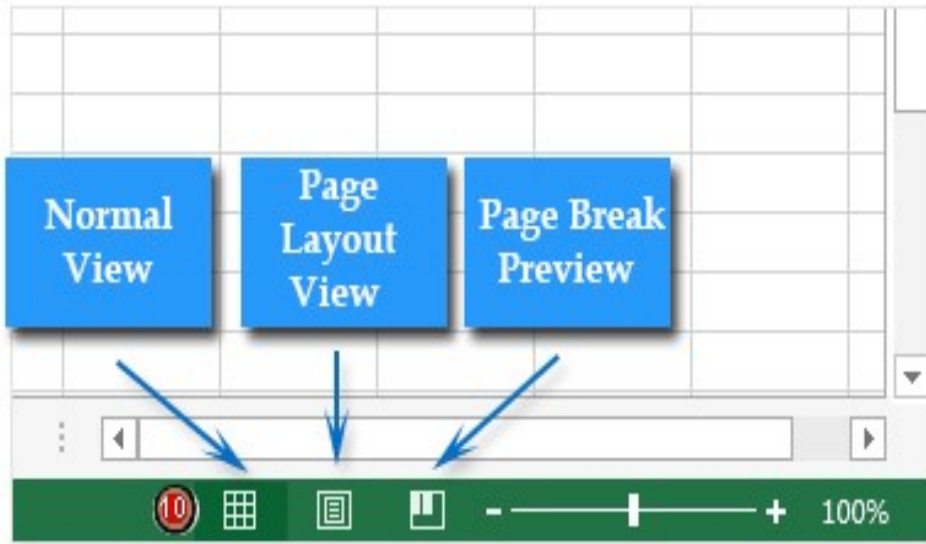
Column Freezing, Labels, Hiding, Splitting

1. Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.
2. Select View > Freeze Panes > Freeze Panes.

Using different features with data and text

1. Select a cell in a data range.
2. Select Home > Analyze Data. The Analyze Data pane will appear and show different visual and analysis types, such as: Rank. Trend. Outlier. Majority.
3. Choose an option and select Insert PivotChart.

Text

       This is the most basic data type in Microsoft Excel. Text data allows you to input characters such as alphabetical, numerical, and special symbols. However, unlike number data, numerical symbols inputted as text data do not support calculations.

Top 10 Features of Excel 2019

01	Painless file sharing option	02	Integrated data model support
03	Complete cloud file support	04	Office Add-ins
05	Recommended charts	06	Recommended Pivot Tables
07	Quick Analysis tools	08	Pivot table filtering with slicers and timelines
09	Six new functions	10	Two new data types

Use of Formulas, Calculation

1. Select an empty cell.
2. Type an equal sign = and then type a function. For example, =SUM for getting the total sales.
3. Type an opening parenthesis (.
4. Select the range of cells, and then type a closing parenthesis).
5. Press Enter to get the result.
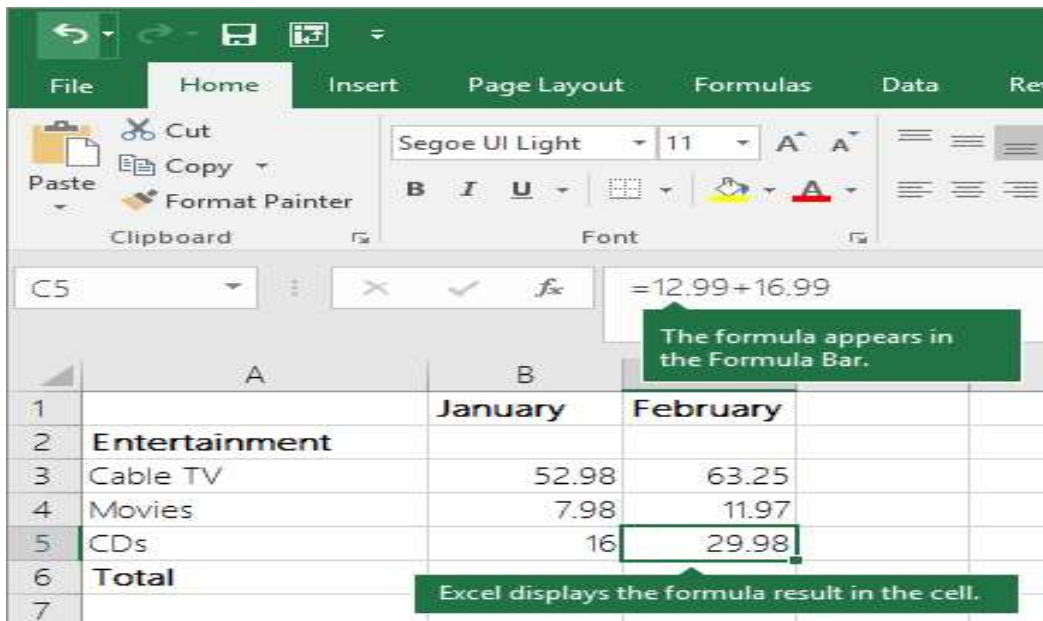
All formula entries begin with an equal sign (=). For simple formulas, simply type the equal sign followed by the numeric values that you want to calculate and the math operators that you want to use — the plus sign (+) to add, the minus sign (-) to subtract, the asterisk (*) to multiply, and the forward slash (/) to divide. Then, press ENTER, and Excel instantly calculates and displays the result of the formula.

For example, when you type **=12.99+16.99** in cell C5 and press ENTER, Excel calculates the result and displays 29.98 in that cell.

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UNIT - III

MS-POWER POINT

Introduction

MS Office PowerPoint is an application for making graphical presentations thus adding a visual aspect to our data, enhancing its concept, and leading to easier communication. The software offers various features like Customising colour schemes, adding graphics, images, and animation, etc.
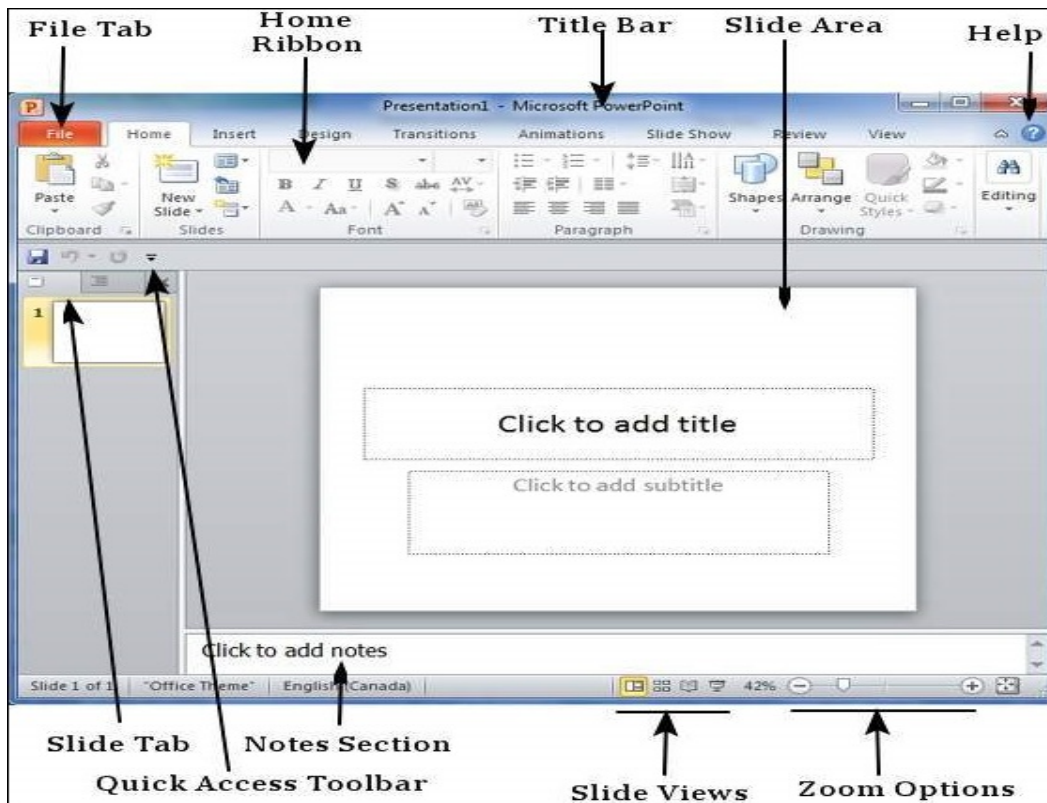

Opening new presentation

In the left pane, select New. Select an option: To create a presentation from scratch, select Blank Presentation.
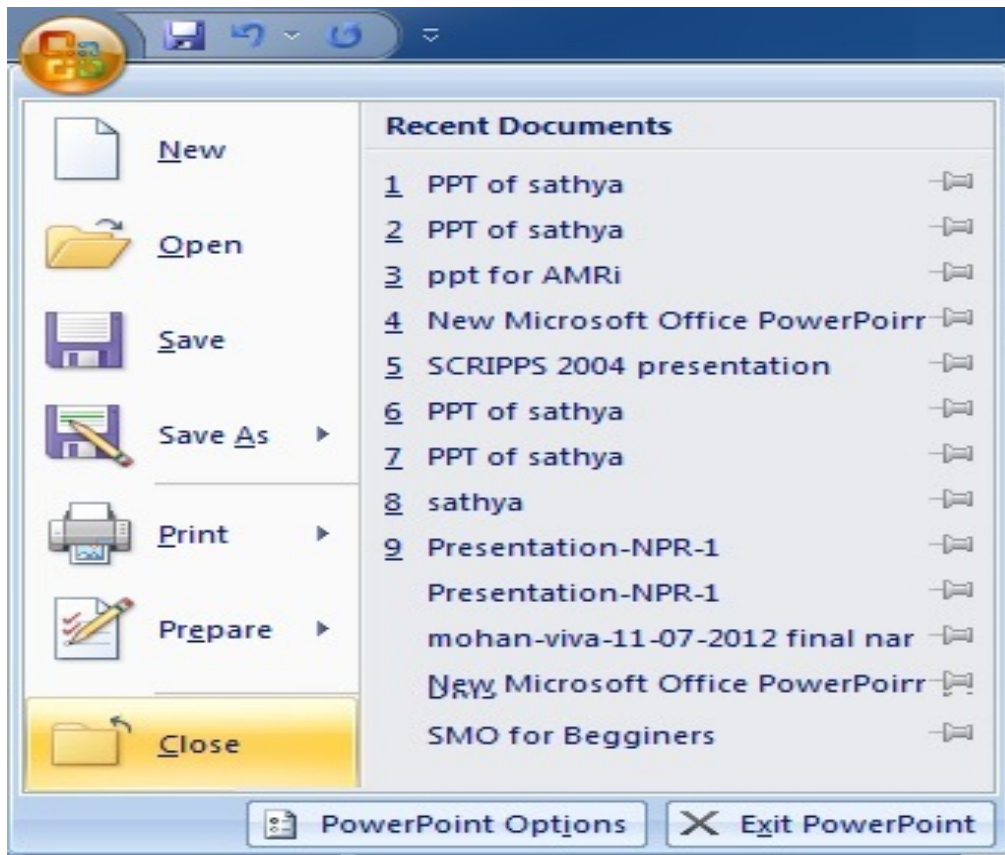
Parts of Power Point Window

- ➢ Office button
- ➢ Quick Access toolbar
- ➢ Title bar
- ➢ Tabs
- ➢ Scroll bars
- ➢ Status bar

Opening, Saving & Closing Presentations

          Click FILE > Save, pick or browse to a folder, type a name for your presentation in the File name box, and click Save. Save your work as you go. Hit Ctrl+S often.


Features of Power Point

- Quick, easy and high impact visuals.
- Fact filled presentation with plenty of graphs and charts.
- Can embed existing text and graphics from other Microsoft Office applications.
- Can apply animations and sound effects.
- Presentations can be linked for online users.
- A number of templates
- Projector wizard automatically sets and restores the correct screen resolution for projector system.

Background design

Add a background picture

1. Select the slide you want to add a background picture to.
2. Select Design > Format Background.
3. In the Format Background pane, select Picture or texture fill.
4. Select File.
5. In the Insert Picture dialog box, choose the picture you want to use and then select Insert.
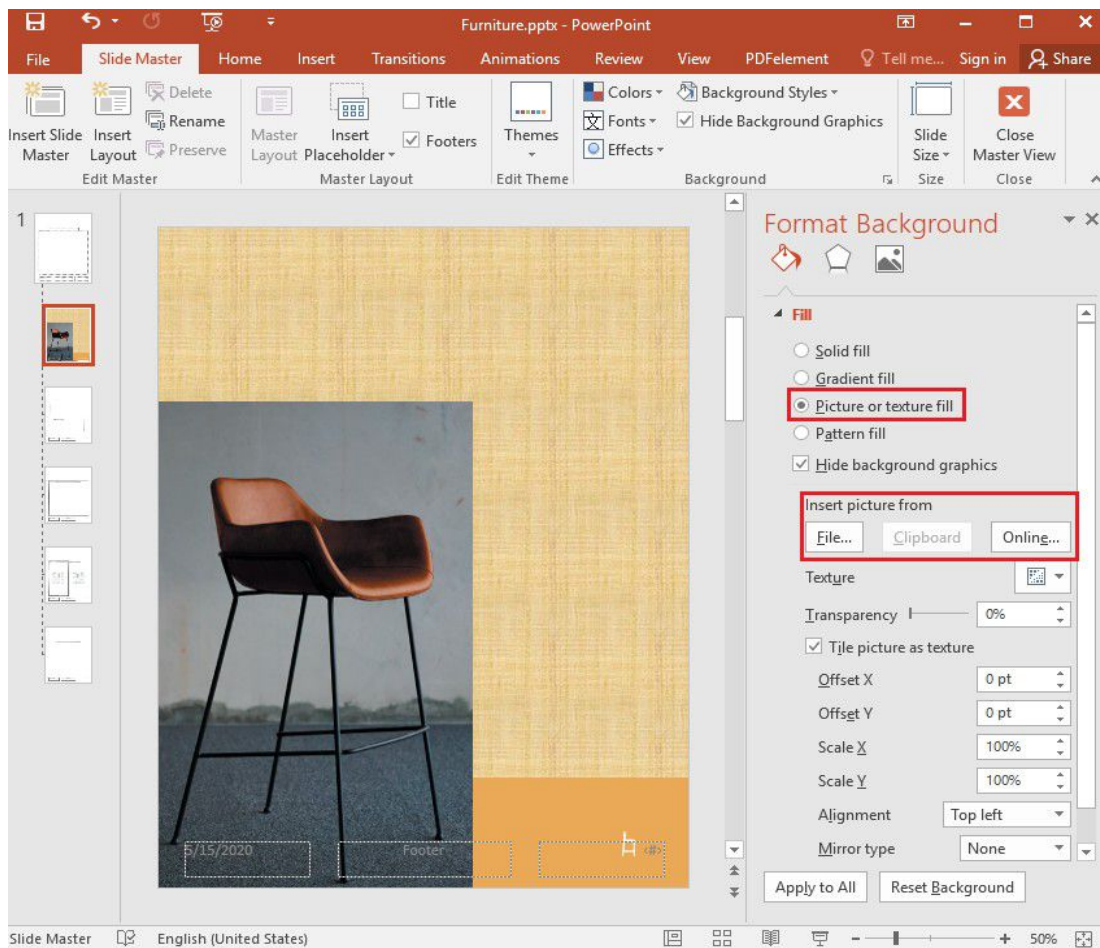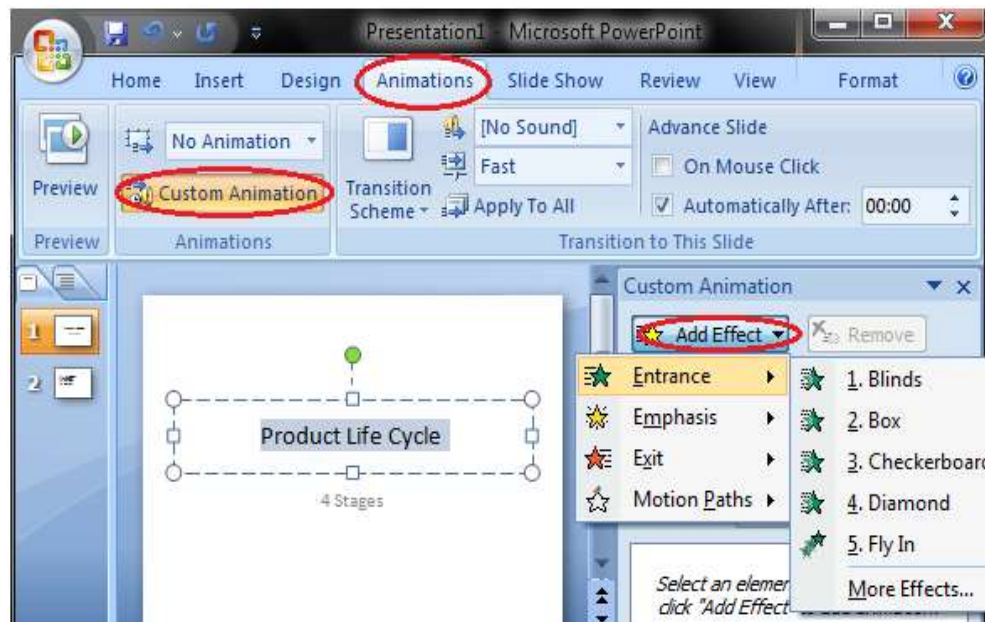

Go to Design > Format Background. Choose a background color for your slide. To remove background formatting, select No Fill. To see more color options, select More Colors.

Animations

- Press Ctrl and select the objects you want.
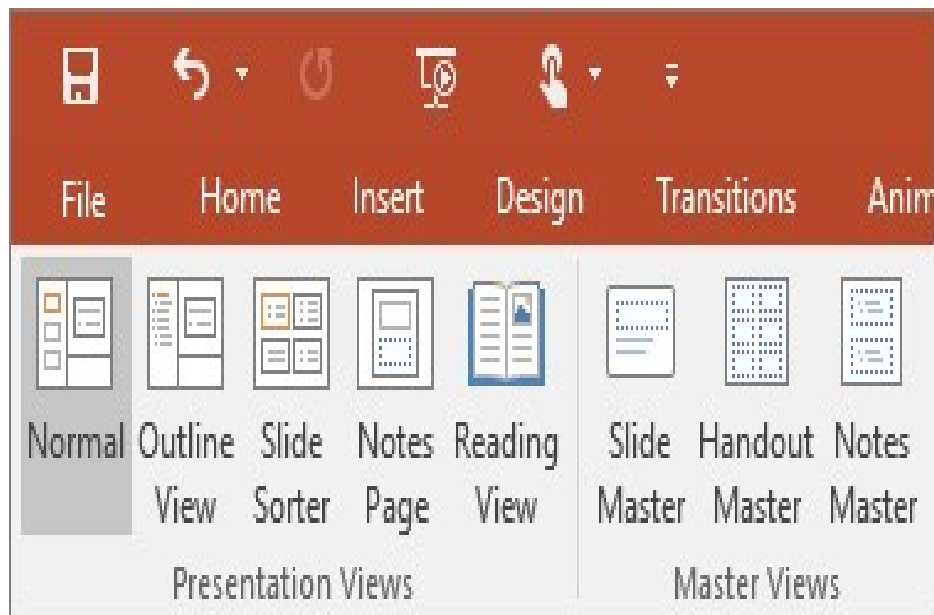- Select Format > Group > Group to group the objects together.
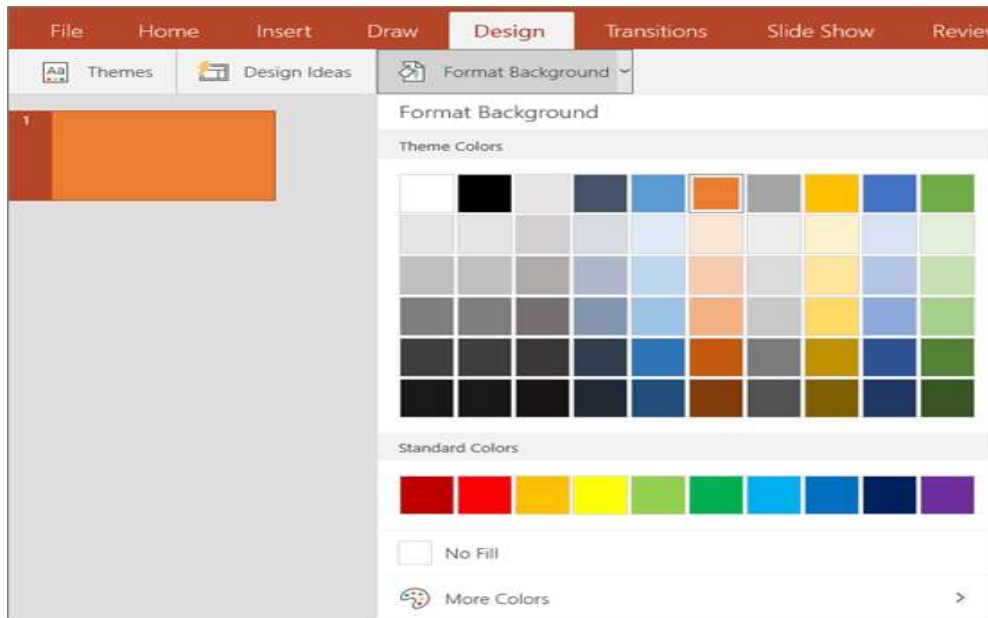
- Select Animations and choose an animation.

Types of views

- Normal view.
- Slide Sorter view.
- Notes Page view.
- Outline view (Available in PowerPoint 2016 for Mac and newer versions)
- Slide Show view.
- Presenter view.
- Master views: Slide, Handout, and Notes.

Inserting and Deleting Slides

Single slide - Right-click and select Delete Slide. Multiple slides - Hold Ctrl and select the slides you want then right-click and select Delete Slide. Sequence of slides - Hold Shift and select a sequence of slides then right-click and select Delete Slide.
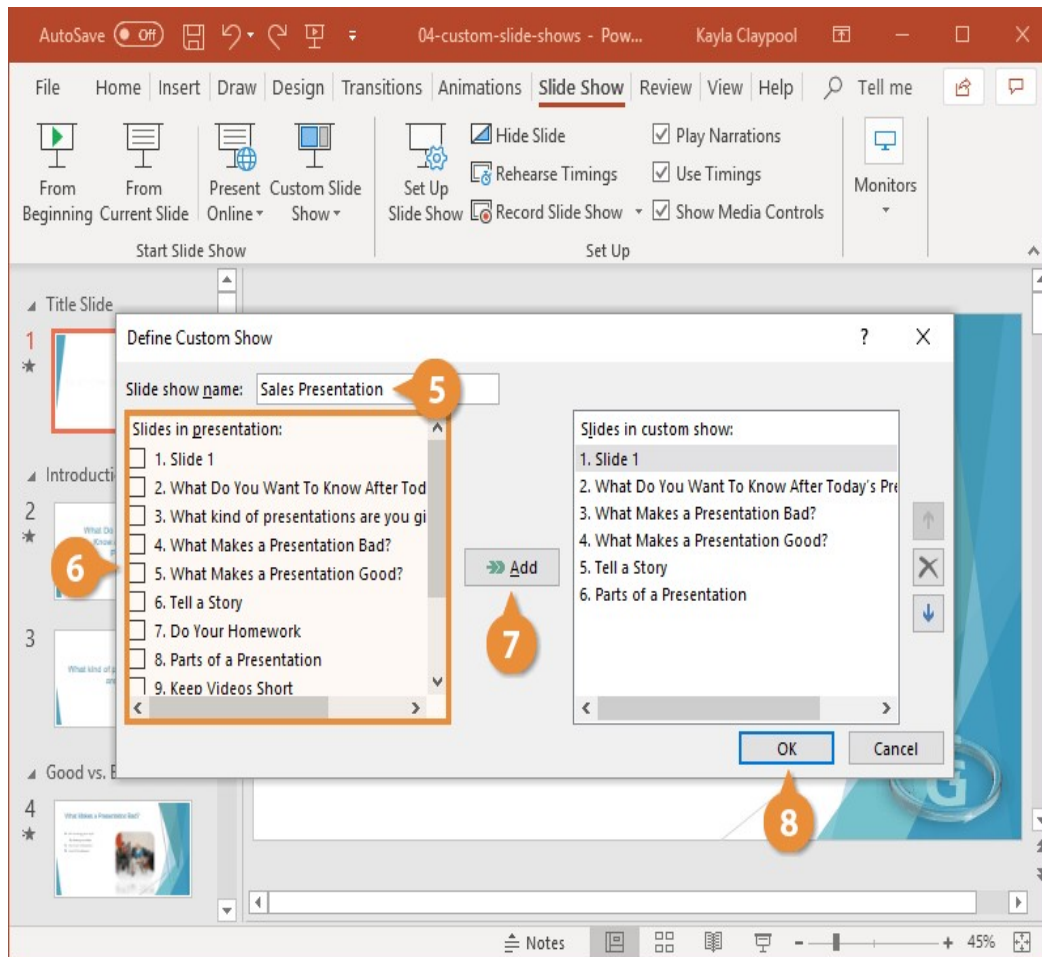
Arranging Slides

Insert Position   Selected slide
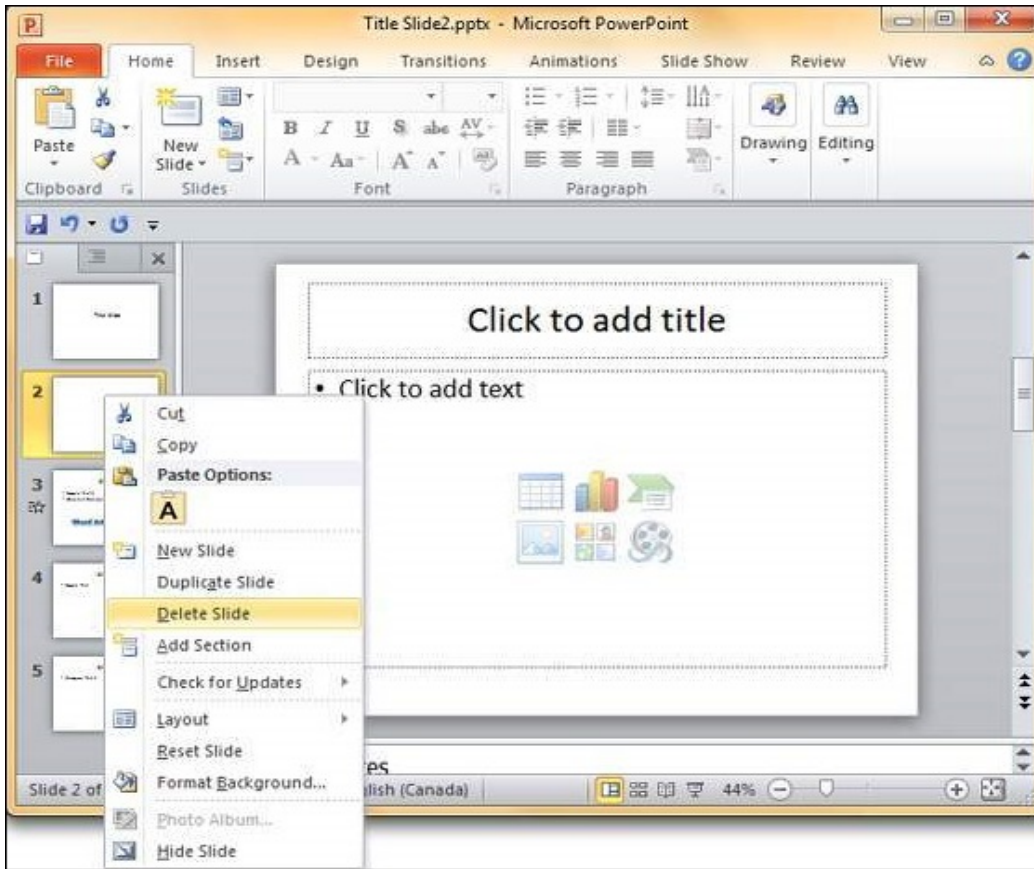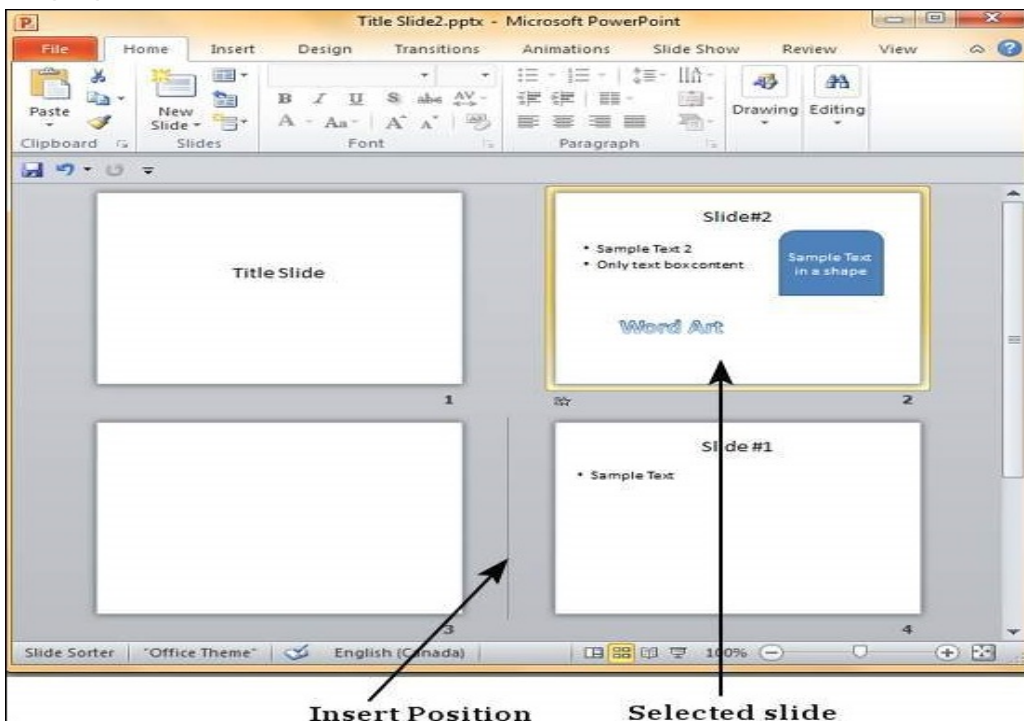
Creating custom presentations

1. Go to Slide Show > Custom Slide Show, and then select Custom Shows.
2. In the Custom Shows dialog box, select New. ...
3. Under Slides in presentation, choose the slides that you want to include in the custom show, and then select Add.

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UNIT - IV

INTERNET & E-MAIL BASICS

Introduction

Internet is a worldwide system of interconnected computer networks. It connects several millions of computers all over the world. There is no central computer. All computers are placed at different places and are connected to each other by phone lines, cables or wireless connections. Any two computers connected to the internet can exchange information. The internet is therefore a very fast and efficient way of sending information. According to recent statistics, there is an estimated 3,179,035,200 internet users worldwide. The number of Internet users represents nearly 40 per cent of the world's population.

Internet has been the most beneficial technology of the modern times which supports us not only in our daily lives, but also our personal and professional lives developments. The internet helps to attain this in several ways. Emails, blogging, chatting are the modern ways of communication. All the information you want regarding anything is now just a click away. E-marketing, e-business, e-commerce and internet shopping are becoming popular really fast. To make sure your search for the required information is fast and smooth, search engines are created, that can open up a diverse range of websites, loaded with information that you may need. The internet is therefore the largest encyclopedia for everyone, in all age categories. Movies, music, videos and games are all available for your entertainment. The top 5 most popular websites in the world are: Google, Facebook, YouTube, Yahoo, and Baidu (basically the Chinese version of Google).

E-MAIL

Email stands for Electronic Mail. It is a method to send messages from one computer to another computer through the Internet. It is mostly used in business, education, technical communication, and document interactions. It allows communicating with people all over the world without bothering them. In 1971, a test email was sent Ray Tomlinson to himself containing text.

It is the information sent electronically between two or more people over a network. It involves a sender and receiver/s.

Getting acquainted with Internet connection

Once you've set up your computer, you'll probably want to get internet access so that you can send and receive email, browse the web, watch movies, and more. Before you can access the internet, there are three things that you need: internet service, a modem, and a web browser

Create and send an email

1. Select **Home** > **New Email**.
2. Add recipients, a subject, and a message in the email body.
3. Select **Send**.

Reply to an email

1. Select an email to reply to.
2. Select **Reply**.
3. Type your message.
4. Select **Send**.

Note: Any received attachment *is not* added to a reply automatically.

Forward to share email with others

1. Select an email to forward.
2. Select **Forward**.
3. Add who you'd like to forward to.
4. Add a note in the email body if you'd like.
5. Select **Send**.

MS OFFICE PRACTICALS   **32 Hours**

1. Prepare a report from the given printed document of minimum 250 words. (Use text formatting tools, header & footer, page number, line spacing, font & images)

2. Create a resume for placement from the given printed template with your personal details. Publish a copy of the resume as PDF.

3. Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

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9. Create an e-mail id and perform the following.
    a. Add a word attachment of the venue route
    b. Send the e-mail to at least 5 of your friends.

10. Create a presentation on Google docs. Ask your friend to review it and comment on it. Use "Discussion" option for your discussions on the presentation.

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