

DINABANDHU MAHAVIDYALAYA



Bongaon, North 24 Parganas, West Bengal, Pin-743235

E-mail ID : info@dinabandhumahavidyalaya.org

Website : www.dinabandhumahavidyalaya.org

NAAC ACCREDITED - 2016 (Second Cycle)

Affiliated to West Bengal State University & Formerly under University of Calcutta

Registered under 2(f) & 12(B) of U.G.C. Act 1956

ESTD : 1947

Ref.....

Date

ADD ON Course Title: INTRODUCTION OF MS WORD AND MS EXCEL

Organised by
Department of Computer Science
Session 2023-2024

Objectives of the course :

- Everyone should understand about the fundamentals of Microsoft Word and Microsoft Excel.
- Everyone should understand how to use MS WORD and MS EXCEL..
- Everyone should understand how to apply MS WORD and MS EXCEL..
- Everyone should understand about the basics of calculations using MS EXCEL.

Course Coordinator

- **Susobhan Ghosh**

Assistant Professor, Department of Computer Science, Dinabandhu Mahavidyalaya,
Bongaon

General Information

Duration : 40 hours

Entry Qualification : Honours and General Students

Language : Bengali / English

Venue : Dinabandhu Mahavidyalaya, Bongaon

SYLLABUS OF

INTRODUCTION OF MS WORD AND MS EXCEL

➤ Computer Basics:

Introduction of Computer, Definition, Hardware, Software, Central Processing Unit,
Input unit, Output unit

➤ MS WINDOWS :

Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows
short cut keys

➤ MS WORD :

Text : Typing text, Alignment text, Editing Text, Cut, Copy, Paste, Select, Clear,
Find, Replace

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File Handling : Saving files, Open file, New, Close, Save as,

Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing.

Objects Basics : Shapes, Clipart and Picture insert, Word Art, Smart Art, Columns and Orderings to Add Columns to a Document, Page Number insert , Date & Time insert, Text boxes insert, Word art insert, symbols and Chart insert.

Header & Footers : Inserting Header and Footer, Inserting objects in the header and footer, Add section break to a document

Numbering : Multilevel numbering and Bulleting, Creating List, List style, Page border, Page background

Tables : Table insert, Table Formatting, Table Styles, Alignment, Merge, Split option.

Styles and Content : Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, contents and references of table, Adding internal references, Footnote, Endnote

Merging Documents : Typing new address list, Import address list from Excel file, Write and insert field, Preview Result, Merging to envelopes, Merging to label

Maintaining Document : Changing the Proofing Tools, Managing Templates, Restricting Document Access, Protected View, Working with Templates, Managing Templates,

Proofing the document : Spelling Check, Mark Grammar Errors, AutoCorrect Options

Printing : Page Setup, Setting margins, Print Preview, Print

➤ MS EXCEL

Introduction : Introduction to MS Excel, Excel interface, Understanding rows and columns, Cells, Naming Cells

Excel work book: New, Open, Close, Save, Save As



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Formatting Text: Font Size, Font Style, Font Color, Bold, Italic, Underline, Wrap text, Merge and Centre, Currency, Accounting and other formats, Modifying Columns, Rows, Cells

Calculations and Functions: Simple calculations, Creating Simple Formulas, Calculations using Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Mathematical Functions, Text Functions and more.

Sort and Filter Data : Sort and filtering data, Number filter, Text filter, Custom filter, Removing filters, Conditional formatting.

Charts : Create various Charts, Inserting Column, Create Chart with Chart Tool, Design, Format, and Layout, Chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart

PivotTables and Pivot Charts : Analyzing data, PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table., Inserting slicer

Protecting and Sharing the work book : Password, Protecting a workbook using a password, edit ranges, Track changes, Working with Comments, Insert Excel Objects and Charts in Word Document

Macros : Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook

Proof and Print: Page setup, Setting print area, Print titles, Inserting custom Header and Footer, Inserting objects in the header and footer, Setting AutoCorrect Options, Page Setup, Setting margins, Print Preview, Print.

Course Schedule

Name of the Faculty	Topic	Time
Susobhan Ghosh	Computer Basics Introduction of Computer, Definition, Hardware, Software, Central Processing Unit, Input unit, Output unit	2 hour
Susobhan Ghosh	MS WINDOWS Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows short cut keys	2 hour
Susobhan Ghosh	MS WORD Text : Typing text, Alignment text, Editing Text, Cut, Copy, Paste, Select, Clear, Find, Replace File Handling : Saving files, Open file, New, Close, Save as,	6 hour

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Susobhan Ghosh	Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing. Objects Basics : Shapes, Clipart and Picture insert, Word Art, Smart Art, Columns and Orderings to Add Columns to a Document, Page Number insert , Date & Time insert, Text boxes insert, Word art insert, symbols and Chart insert. Header & Footers : Inserting Header and Footer, Inserting objects in the header and footer, Add section break to a document Numbering : Multilevel numbering and Bulleting, Creating List, List style, Page border, Page background	6 hour
Susobhan Ghosh	Tables : Table insert, Table Formatting, Table Styles, Alignment, Merge, Split option. Styles and Content : Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, contents and references of table, Adding internal references, Footnote, Endnote Merging Documents : Typing new address list, Import address list from Excel file, Write and insert field, Preview Result, Merging to envelopes, Merging to label Maintaining Document : Changing the Proofing Tools, Managing Templates, Restricting Document Access, Protected View, Working with Templates, Managing Templates	4 hour
Susobhan Ghosh	Proofing the document : Spelling Check, Mark Grammar Errors, AutoCorrect Options Printing : Page Setup, Setting margins, Print Preview, Print	2 hour
Susobhan Ghosh	MS EXCEL Introduction : Introduction to MS Excel, Excel interface, Understanding rows and columns, Cells, Naming Cells Excel work book: New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Bold, Italic, Underline, Wrap text, Merge and	4 hour

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Susobhan Ghosh

Centre, Currency, Accounting and other formats, Modifying Columns, Rows, Cells

Calculations and Functions: Simple calculations, Creating Simple Formulas, Calculations using Formulas. Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Mathematical Functions. Text Functions and more.

2 hour

Susobhan Ghosh

Sort and Filter Data : Sort and filtering data, Number filter, Text filter, Custom filter, Removing filters, Conditional formatting.

6 hour

Charts : Create various Charts, Inserting Column, Create Chart with Chart Tool, Design, Format, and Layout, Chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart

PivotTables and Pivot Charts : Analyzing data, PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table., Inserting slicer

Susobhan Ghosh

Protecting and Sharing the work book : Password, Protecting a workbook using a password, edit ranges, Track changes, Working with Comments, Insert Excel Objects and Charts in Word Document

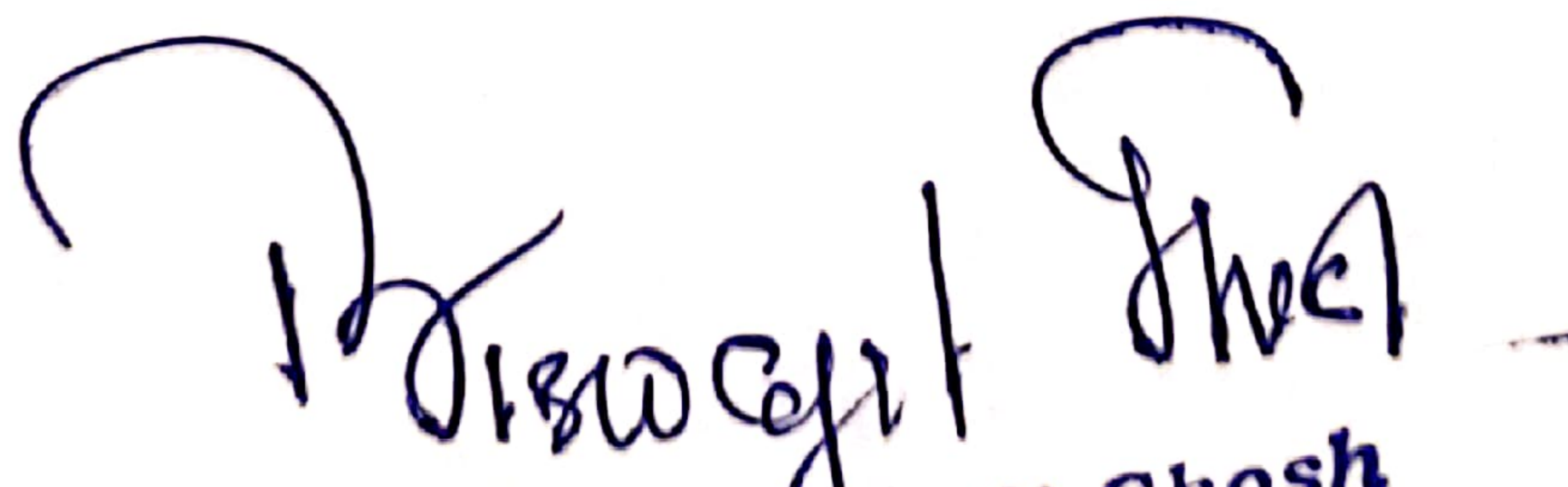
6 hour

Macros : Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook

Proof and Print: Page setup, Setting print area, Print titles, Inserting custom Header and Footer, Inserting objects in the header and footer, Setting AutoCorrect Options, Page Setup, Setting margins, Print Preview, Print.

Principal:

Dr. Biswajit Ghosh


Dr. Biswajit Ghosh
Principal / Secretary
DINABANDHU MAHAVIDYALAYA
Bongaon, 24Pgs(N)