



Department of Computer Science Sacred Heart College, Thevara, Kochi-13

2014-2015

MS OFFICE

Course Code: 14CAPVAC01

Duration:30 Hrs

Course Aim:

To train the students how to use MS Office Applications

Course Objectives:

- 1) Creating professionally quality documents
- 2) To perform basic operations and options
- 3) To create dynamic slide presentations with animation
- 4) To create and access the MS Access Application

UNIT 1

Microsoft Office Basics, Microsoft Word 2007, Getting Started with Microsoft Word, Editing Documents and Using Tables, Creating Reports and Newsletters, learning more about Mail Merge, Word and World Wide Web.

UNIT 2

Microsoft PowerPoint 2007, Introduction to PowerPoint, Working with List and Graphs, Enhancing and Finalizing a Presentation

UNIT 3

Microsoft Excel 2007- Introduction to Working with Function, Formulas and Charts, Charting Data, Advanced Functions, Pivot Charts, and PivotTables, Printing, Formatting, and Editing

UNIT 4

Microsoft Access 2007, Working with Queries, Working with Forms and Reports

Reference Books:

- 1) Step by step- Microsoft Office Word 2007, Joyce Cox and Joan Preppernau\



Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Kochi-682 013

Regina M.R