

UGCBCS201: PC Packages (3-0-2)

Credit: 4

Marks: 150 (100 Theory + 50 Lab)

Unit	Contents
1	Microsoft Word: Introduction to Microsoft Word, Document Views, Entering and Editing Text, Saving and Opening Documents, Navigating and Selecting Text, Editing, Copying and Moving Text, Formatting Documents, Using Bulleted and Numbered Lists, Using Tabs, Introduction to Tables, Inserting Pictures, Page Layout and Printing, Introduction to Styles, Themes and Templates, Managing Bulleted and Numbered Lists, Customising Tables and using Formulas, Inserting Text Objects, Inserting Graphic Objects, Using Quick Parts, Multi-Section Documents, Headers and Footers in large documents, Proofing Tools, Integrating with other Programs, Managing Styles and Templates, Managing Changes, Structured Documents, Hyperlinked Tables of Contents and Indexes, Managing Large Documents, Mail Merge, Document Protection, Forms, Word Options
2	Microsoft PowerPoint: Get started with PowerPoint, create a presentation, format text on slides, add graphical objects to a presentation, modify objects on slides, add tables to a presentation, add charts to a presentation, prepare to deliver a presentation, Add Transitions using hyperlinks, Apply an Animation Effect, Create Speaker Notes, Slide Master, Handout Master, Notes Master, Print a Presentation; OneNote: Introduction to OneNote notebook, Tagging, organizing, and finding information.
3	Microsoft Excel: Introduction to Microsoft Excel, Entering and Amending Data, Saving and Opening Workbooks, Navigating and Selecting Ranges, Entering Formulas, Inserting/Deleting Rows and Columns, Formatting Worksheets, Using Simple Functions, Copying, Moving and AutoFill, Relative vs. Absolute References, Previewing and Printing, Find and Replace, Managing Range Names, Using Multiple Worksheets, Cell Styles and Conditional Formatting, Paste Special, Text and Date Formulas, IF Function, Using Charts, Sorting and Filtering Lists, Using Tables, SmartArt and Drawings, Comments and Hyperlinks, Importing and Exporting Data, Date and Time Formulas, Custom Formats, IF and Related Functions, VLOOKUP and Related Functions, Advanced Filter / Subtotals, Database Functions, Multiple Workbooks / Consolidation, Data Validation, Auditing, Pivot Tables, Macros, Shared Workbooks / Tracking, Protecting Worksheets, Using Templates
4	Microsoft Access: Examine the basic database concepts and explore the Microsoft Office Access 2007 environment, Design a simple database, Build a new database with related tables, Manage data in a table, Query a database using different methods, Design forms, Generate reports, Modify the design and field properties of a table to streamline data entry and maintain data integrity, Retrieve data from tables using joins, Create flexible queries to display specified records, Allow for user-determined query criteria, and modify data using queries, Enhance the capabilities of a form, Customize reports to organize the displayed information and produce specific print layouts, Share data across different applications.

Text Resources

T	Microsoft Office Inside Out 2013 Edition, by Ed Bott and Carl Siechert, ISBN: 978-0-7356-6906-2, Published by Microsoft, (downloadable book)
R1	First Look 2007 Microsoft Office System, by Catherine Murray, Publisher: Microsoft
R2	Microsoft Office 2010 Bible by John Walkenbach Herb Tyson Michael R. Groh Faithe Wempen Lisa A. Bucki, Publisher: Wiley, 2014
R3	Microsoft Office 2007 Training Manual, Copyright ©2007 by EZ-REF Courseware, Ladera Ranch, CA

Generic Lab problems:

1. Preparing a sample project report with following features: Bulleted and Numbered Lists, Tables, Formulas, Inserting Text Objects, Inserting Graphic Objects, Using Quick Parts, Multi-Section Documents, Headers and Footers, automatic hyperlinked tables of contents/ indexes
2. Prepare artistic front page/cover page for your documents and reports with automatic and hyperlinked index/table of contents, hyperlinked list of figures and tables in the document etc and share/publish it online.
3. Prepare a password protected authentic document/research paper and use features insert endnote, footnote, citation, automated bibliography and review it using track changes, spell and grammar checking under references and review ribbon of word menu.
4. Preparing a document by using advanced word features like: Proofing Tools, Integrating with other Programs, Managing Styles and Templates, Track Changes, Structured Documents, with Document Protection.
5. Preparing a presentation of 40 slides for delivering a seminar on any computer science topic using features: Transitions, Animation Effect, Create Speaker Notes, Slide Master, Handout Master, Notes Master etc.
6. Prepare a quiz master using hyperlink feature of power point presentation by navigating within different slides of the presentation.
7. Preparing a worksheet for looking ahead to your company's profit and loss, balance sheet, and cash flow projections for five years using features like: Text, Time and Date Formulas within multiple sheets, IF Function, using Charts, Sorting and Filtering Lists, SmartArt and Drawings, using Templates, Comments and Hyperlinks.
8. Preparing a salary calculator for central university employees recommended by 7th Pay Commission using features like: Macros, Advanced Filter / Subtotals, Database Functions, Multiple Workbooks / Consolidation, Data Validation, Auditing.
9. To design and build a database, manage data in tables, use queries, design forms and generate reports within the Access environment for students' Personal Information Management.
10. Prepare a colorful banner for a workshop to be organized by the department using Microsoft Publisher.
11. Introduction to MS Office OneNote and Outlook, configuring outlook express