

**Semester: I**  
**Subject: Lab on MS-Office Suite**  
**Credits: 2**

---

**Course Description**

MS Office Suite, Introduction focuses on beginning computer concepts, Windows operating system, Internet Explorer, Word, Excel, PowerPoint, and the basic integration of the components of this integrated Microsoft application.

**Prerequisites**

1. No Prerequisite

**Course objectives and content**

Upon completion of this course students will be able to:

- Demonstrate an advanced knowledge of the Word Processing package, MS Office and a knowledge of how to design & create effective and structured documents like technical reports, letters, brochures, etc.,
- Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.
- Demonstrate the skills in making an effective presentation with audio and video effects using the MS Excel package
- Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations.

**Course Syllabus**

**Unit-1: Information Technology Essentials, Windows, and Internet Explorer**

- Verify the components of a typical computer system.
- Explore, maintain files, and customize the Window operating system.
- Review using the Internet Explorer.

**Unit-2: MS Word 2010**

- **Introduction**  
Introduction to MSWord, Menus, Shortcuts, Document types
- **Working with Documents**
  - a. Opening Files – New & Existing, Saving Files
  - b. Formatting page and Setting Margins
  - c. Converting files to different formats : Importing, Exporting , Sending files to others
  - d. Editing text documents : Inserting , Deleting ,Cut, Copy, paste , Undo, Redo , Find, Search, Replace
  - e. Using Toolbars, Ruler, Icons and help

- **Formatting Documents**
  - Setting Font Styles  
Font selection – style, size, color etc., Type face – Bold Italic, underline, Case settings, iv. Highlighting, Special symbols
  - Setting Paragraph style  
Alignments, Indents, Line space, Margins and Bullets and Numbering
  - Setting Page Style  
Formatting, Border & Shading, Columns, Header & footer, Setting Footnotes, Inserting manual Page break, Column break and line break, Creating sections and frames, Inserting Clip arts, inserting pictures and other files, Anchoring & Wrapping
  - Setting Document Styles  
Table of Contents, Index, Page Numbering, data & Time, Author etc., Creating Master Documents
- **Creating Tables**  
Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, Formula,
- **Drawing**  
Inserting Pictures/Files etc., Drawing Pictures, Formatting & Editing pictures, Grouping and ordering, Rotating
- **Tools**  
Word Completion, Spell Checks, Macros, Mail merge, Templates, Using Wizards, Tracking, Changes, Security

### **Unit-3: MS Power Point 2010**

- Introduction  
Opening new Presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts
- Creating a presentation  
Setting presentation style, Adding Text to the presentation
- Formatting a presentation  
Adding style, Color, gradient fills, Arranging objects, Adding Header & Footer, Slide background, Slide layout
- Adding Graphics to the presentation  
Inserting pictures, movies, tables, etc into the presentation; Drawing Pictures using Draw
- Adding effects to the presentation  
Setting Animation & transition effect, Adding audio and video,
- Printing Handouts and Generating standalone presentation viewer

### **Unit-4: MS Excel 2010**

- **Introduction**  
Spreadsheet & its Applications , Opening spreadsheet, Menus & Toolbars & icons, Shortcuts , Using help
- **Working with Spreadsheets**

- Opening a File, Saving Files, Setting Margins
- Converting files to different formats : i. Importing, Exporting and Sending files to others
- **Spreadsheet addressing :** Rows, Columns & Cells, Referring cells and Selecting cells
- **Entering and Editing Data:** Entering Data, Cut, Copy, paste, Undo, Redo, Find, Search & Replace
- Filling continuous rows, columns, Inserting -Data, cells, column, rows & sheets, Manual breaks
- **Computing data :** Setting Formula, Finding total in a column or row, Mathematical operations(Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formula
- **Formatting Spreadsheets:**
  - Formatting – Cell, row, column & Sheet:** Alignment, Font, Border & shading, highlighting values Hiding/Locking Cells
  - Worksheet :** Sheet Name , Row & Column Headers, Row Height, Column Width, Visibility – Row, Column, Sheet , worksheet Security
  - Formatting – worksheet:** Sheet Formatting & style - background, color, Borders & shading
  - Anchoring objects, Formatting layout for Graphics, Clipart etc.,
- **Working with sheets :**
  - Sorting, Filtering, Validation, Consolidation, Subtotal , Creating Charts, Selecting charts, Formatting charts, label, scaling etc.,
- **Using Tools**
  - Error Checking, Spell Checks, Macros, Formula Auditing, Creating & using Templates
- Tracking changes, customization, printing worksheet

**Unit- 5: Integrate Word, Excel and PowerPoint to prepare business documents.**

**Example List of laboratory assignments:**  
**MS Word**

1. List the names of your 15 classmates –
  1. Give Bullets
  2. Numbers
  3. Sort the names alphabetically

2. Create a 3\*6 table with the following data :

Rollno	MT1	MT2
R001	86	74
R002	67	64
R003	56	78
R004	90	48
R005	67	86

- a) Insert a row at the top
  - b) Type the following in the first cell of the table:  
Student Monthly Report Year 2010-2011 BVDU, IMED
  - c) Merge the cells of the first row.
  - d) The heading should be in bold.
  - e) Apply borders to the table.
  - f) Centre the data in each column.
  - g) Add Shading effects to the table. (use different table formats)
3. Create given document in MS – Word and format that using all possible formatted tools in formatted tool bar.

4. Prepare your Resume.  
Use following columns for Educational Qualifications

Sr. No.	Name of Exam	Board / University	Year of Passing	Percentage of Marks	Class
1	SSC				
2	HSC				

- 1) Design your Resume in attractive form.
- 2) Center the entire table.

3) Save your Resume.

5. Create a given document in MS-Word. Perform all the options in 'Page setup' window. Write the steps.

Route id	Route no	Origin	Destination	Fare	Distance	Capacity
101	33	Madurai	Madras	35	250	50
102	25	Trichy	Madurai	40	159	50
103	15	Thanjavur	Madurai	59	140	50
104	36	Madras	Bangalore	79	375	50
105	40	Bangalore	Madras	80	375	50
106	38	Madras	Madurai	39	250	50
107	39	Hydrabad	Madras	50	430	50

6. Use the following options of Table :

1. Insert, delete rows & columns
2. Table AutoFormats
3. Split & Merge Cells
4. Split table
5. Use Formula
6. Other options if any

- ❖ Sort Name Column
- ❖ Center the entire table
- ❖ Save & exit

7. Create a file in MS Word in which create Diwali greeting using Clip Art, Word Art & give proper message in your greeting.

8. Create a document with the name Try.doc and type the following:

Every cloud has a silver lining.  
Absence makes the heart grow fonder  
An apple a day keeps the doctor away.

- a) Change the spacing between lines to double.
- b) Indent the text by 1 inch from left margin.
- c) Number each line in the text (using bullets and numbering). The distance between the text and number should be set to 0.5.
- d) Mark the entire text and view it with different alignment setting : centered, right-aligned, left aligned and finally make it cantered.
- e) Copy & paste the above three lines so as to fit in 2<sup>nd</sup> page and save the document.

f) Number the pages as 1,2 in the document. The page number should appear in the footer area, should be right- alignment.

9. Create your bio data in MS – Word.

10. Create your time – table in MS – Word. Use options – Insert, Delete row, split and merge cells.

### **MS Excel**

11. Create pay sheet for 5 employees.

12. Make use of the purpose of following functions in MS-Excel  
ROUND(), SQRT(), MIN(), Lower(), ABS()

13. Create mark sheet for 5 students for 5 subjects in MS –Excel Calculate percentage marks. Draw graph.

Sr. no.	Subject1	Subject2	Subject3	Subject4	Subject5	Total	Percentage
1							
2							
3							
4							
5							

14. Make use of the purpose of following functions in MS-Excel  
ROUND(), SQRT(), MAX(), AVERAGE(), ABS()

15. Create a list in Excel with the fields as CustCode, CustName, Address, OrderNo, OrderAmt, Discount, Tax, Gross Amount, Net Amount.

Calculate the following as

Discount is 10% of OrderAmt

Tax is 2% of OrderAmt

Gross Amount is = OrderAmt + Tax

Net Amount = Gross Amount – Discount

16. Create Invoice in Ms Excel for particulars.

FORMAT:

Sr. No.	Item	Price/Unit	Quantity	Amount
---------	------	------------	----------	--------

17. Show the purpose of following functions in MS-Excel.

Max(), Count(), roman(), abs(), sqrt()

18. Create a list in excel with the fields

