



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY



MS OFFICE

B.Com 2nd Year

22th Nov. 2022 – 27th Feb. 2023

Resource Person

Mr. KANISHK BHARDWAJ

Trainer, Albatross

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SYLLABUS (45 Hours)

Unit	Course Contents
Unit 1	<p>Introduction to MS Word:</p> <p>Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge</p> <p>Lab Session: Hands on Practice</p>
Unit 2	<p>Introduction to MS Excel: Spreadsheet basics, Creating, editing, saving and printing spreadsheets, Working with functions & formulas, Modifying worksheets with color& auto formats, Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Formatting worksheets, Securing & Protecting spreadsheets</p> <p>Lab Session: Hands on Practice</p>
Unit 3	<p>Introduction to MS Power Point: Opening, viewing, creating, and printing slides, Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data : Charts & Graphs, Creating Professional Slide for Presentation.</p> <p>Lab Session: Hands on Practice</p>
Unit 4	<p>Introduction to Internet: Understanding how to search/Google, Bookmarking and Going to a specific website, Copy and paste Internet content into your word file and emails, Understanding social media platforms such as Facebook & Many more</p> <p>Lab Session: Hands on Practise</p>



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SCHEDULE

Session	Content	Time	Date
S1	Introduction to MS Word : Creating, editing, saving and printing text documents	2 PM – 4 PM	22-Nov-2022
S2	Font and paragraph formatting, Simple character formatting Inserting tables	2 PM – 4 PM	23-Nov-2022
S3	Smart art, page breaks, Using lists and styles	2PM – 4PM	29-Nov-2022
S4	Working with images, Using Spelling and Grammar check	2 PM – 4 PM	02-Dec-2022
S5	Understanding document properties	2PM – 4 PM	06-Dec-2022
S6	Mail Merge	2 PM – 4 PM	09-Dec-2022
S7	Introduction to MS Excel: Spreadsheet basics, Creating, editing, saving and printing spreadsheets	2PM – 4 PM	13-Dec-2022
S8	Working with functions & formulas	2 PM – 4 PM	16-Dec-2022
S9	Modifying worksheets with color& auto formats	2 PM – 4 PM	20-Dec-2022
S10	Graphically representing data : Charts & Graphs	2 PM – 4 PM	23-Dec-2022
S11	Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data	2 PM – 4 PM	10-Jan-2023
S12	Formatting worksheets, Securing & Protecting spreadsheets	2 PM – 4 PM	13-Jan-2023
S 13	Introduction to MS Power Point: Opening, viewing, creating, and printing slides	2 PM – 4 PM	17-Jan-2023
S14	Applying auto layouts	2 PM – 4 PM	20-Jan-2023
S15	Adding custom animation	2 PM – 4 PM	24-Jan-2023
S16	Using slide transitions	2 PM – 4 PM	27-Jan-2023
S17	Graphically representing data : Charts & Graphs	2 PM – 4 PM	31-Jan-2023
S18	Creating Professional Slide for Presentation	2 PM – 4 PM	7-Feb-2023



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S19	Introduction to Internet: Understanding how to search/Google	2 PM – 4 PM	14-Feb-2023
S20	Bookmarking, Going to a specific website	2 PM – 4 PM	15-Feb-2023
S21	Copy and paste Internet content into your word file and emails	2 PM – 4 PM	17-Feb-2023
S22	Understanding social media platforms such as Facebook & Many more	2 PM – 4 PM	23-Feb-2023
S23	Computer networks	3 PM – 4 PM	27-Feb-2023
Exam for Certification Course in Computer		2 PM – 4 PM	03-Mar-2023



Resource Person's Profile

Mr KANISHK BHARDWAJ

Mr.KANISHK BHARDWAJ is a Digital Marketing expert. He has significant experience in industry. His core areas are Digital Marketing, Graphic Design, Video Compositing, Creating SEO optimized content, Create & manage Google Ad words for company clients, Managing Social Media Campaigns, Photoshop, Illustrator, In Design, and After Effects & Premiere Pro.

Academically He has graduated from SRM University ,Chennai . He has earned certificates in Digital Marketing Consultant & Executive. He is also certified in Graphic Design and Video Compositing.Mr.Bhardwaj's practical experience and proficiency in digital marketing, coupled with his educational background and certifications, make him an ideal candidate for the role of a trainer for Microsoft Office. His diverse skill set and technological prowess provide a solid foundation for effectively training individuals in the use of Microsoft Office applications, ensuring a well-rounded and comprehensive learning experience.



	Report
Name of Course	Certification Course in MS OFFICE
Date	22th November, 2022 to 27th February, 2023
Venue	Computer Lab, MIMT
Organized by	Management Department
Name of External Examiner	Mr.Kanishk Bhardwaj
Beneficiary	B.Com 2 nd Year Students (95)
Name of Internal Examiner	Ms.Pooja Sharma
Objective	<p>The aim of this certification course is:</p> <ul style="list-style-type: none">· To give basic information about the computer system.· To give knowledge about computer hardware and computer software.· To familiarize students with the use of MS Windows, Internet and E-mail.· To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.
Content	<p>Today, computers are used in more environments and for more functions than ever before, and their use is only expected to increase. Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes. By understanding the need Mangalmay Institute of Management and Technology organized a 48-hour Certification Program on Computer for B.com 2nd year students.</p> <p>The following topics covered under the course.</p> <p>Day 1: Introduction to MS OFFICE:This session starts with the brief introduction to MS OFFICE and the sub topics which are under MS OFFICE that is MS WORD, MS EXCEL, MS POWERPOINT and about INTERNET.</p> <p>This whole program of MS OFFICE consist of 4 units and the expert brief the topics.</p>



Day 2: Introduction To Ms Word

Expert starts with MS WORD and under this he give detailed and practical exposure to the students about documents in MS Word. The expert taught about the Creating, editing, saving and printing text documents

Day 3: Font and paragraph formatting and Simple character formatting
Inserting tables

It is very important step as editing depend on the correct grouping and style. How to create the paragraph and how to group them would be taught in the class. The expert taught all the details about the formatting and also taught them how to insert tables in word file and how edit the same. Main aim is clear all the doubts regarding the editing and formatting.

Day 4: Smart art, page breaks, Using lists and styles

The expert taught how to Create a **SmartArt** graphic so that they can quickly and easily make a visual representation of information. Also taught how to use page break for clarity purpose This type of section break is often used to change the number of columns without starting a new page. Even Page Section break starts a new section on the next even-numbered page.

Day 5: Working with images, Using Spelling and Grammar check

To make the word file more attractive the expert also taught how to insert images in file with the texts for support, and one more feature of word was discussed that was using of spelling and grammar check, **Spell check** documents manually or automatically as you type, or turn **spell check** off. Run **grammar** and **spell checker** manually to proof your writing

Day 6: Today the resource person discuss, Understanding document properties, Mail Merge. The expert discuss about document properties and how to do mail merge

Day 7:Introduction to MS Excel: Spreadsheet basics - A spreadsheet is a computer application that is designed to add, display, analyze, organize, and manipulate data arranged in rows and columns, Creating, editing, saving and printing spreadsheets



Day 8: Today the resource person discuss, Working with functions & formulas **Excel Formulas and Functions**

Experts explain the formulas

Sample Formula: "=SUM(C2:C4)"

"=AVERAGE(C2, C3, C4)"

Sample Formula: "=COUNT(C1:C4)"

"=SUBTOTAL(1, A2: A4)"

"=SUBTOTAL(4, A2: A4)"

"=MOD(A2,3)"

"= POWER (A2,3)"

"=CONCATENATE(A25, " ", B25)"

Day 9: Today the resource person discuss, Modifying worksheets with color & auto formats, **Apply an AutoFormat Style**

Highlight the data in the worksheet that you want to format.

Go to the Quick Access Toolbar and select AutoFormat.

In the AutoFormat dialog box, choose a style.

Select OK to close the dialog box.

The new style is applied to the table.

Day 10: Today the resource person discuss, Graphically representing data : Charts & Graphs- Charts are used to make a graphical representation of any set of data. A chart is a visual representation of data, in which the data is represented by symbols such as bars in a bar chart or lines in a line chart.

Day 11: Today the resource person discuss, Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data Sort & Filtering- Go to the Home ribbon, click the arrow below the Sort & Filtering icon in the Editing group and choose Filter.

Day 12: Today the resource person discuss, Formatting worksheets, Securing & Protecting spreadsheets - On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box.

Day 13: Introduction to MS Power Point: Opening, viewing, creating, and printing slides. The expert explains the presentation tool in MS Office is MS PowerPoint. Give shortcuts to create, print, close & save a presentation



Day 14: Today the resource person discuss, Applying auto layouts- Auto layout can be applied to anything. There are three ways to apply auto layout. Auto layout can be applied simply by pressing Shift + A after selecting the elements. An option to add Auto Layout appears in the Properties Panel (right bar), in the “Design” section when groups, frames, or any contents are selected.

Day 15: Today the resource person discuss, Adding custom animation

Step1: Select the slide with the object you want to animate.

Step 2: Select the object you want to animate.

Step 3: Click the Animation Styles button on the Animations tab.

Step 4: Select a motion path.

Step 5: Click the Effect Options button.

Step 6: Select an effect option.

Step 7: Customize the effect as needed.

Day 16: Today the resource person discuss, Using slide transitions

1. Select the slide you want to add a transition to.
2. Select the Transitions tab and choose a transition. Select a transition to see a preview.
3. Select Effect Options to choose the direction and nature of the transition.
4. Select Preview to see what the transition looks like.

Day 17: Today the resource person discuss, Graphically representing data : Charts & Graphs- Charts are used to make a graphical representation of any set of data. A chart is a visual representation of data, in which the data is represented by symbols such as bars in a bar chart or lines in a line chart.

Day 18: Today the resource person discuss, Creating Professional Slide for Presentation

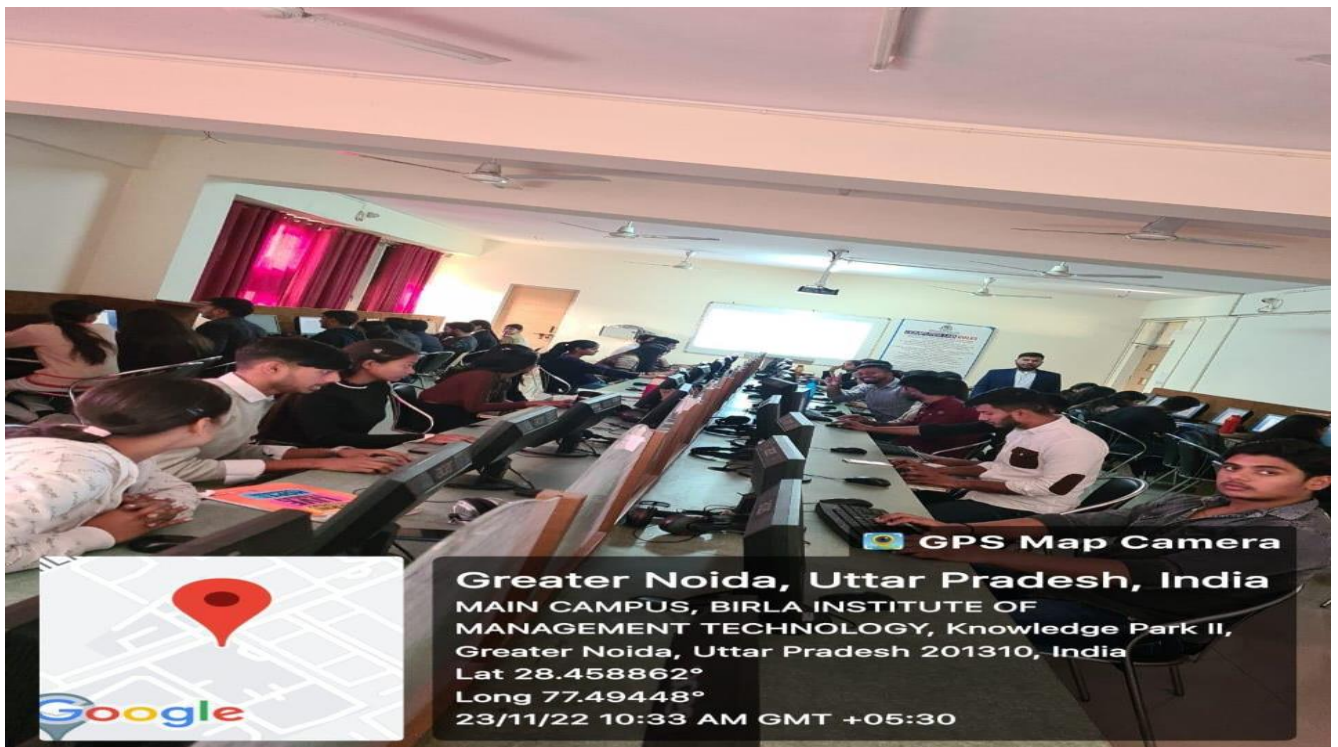
1. To create a presentation from scratch, select Blank Presentation.
2. To use a prepared design, select one of the templates.
3. To see tips for using PowerPoint, select Take a Tour, and then select Create

Day 19 Today the resource person discuss, Introduction to Internet: Understanding how to search/Google-**Internet** is a group of computer systems connected from all around the world. The Internet protocol suite is a framework defined through the Internet standards



	<p>Day 20: Today the resource person discuss, Bookmarking, Going to a specific website</p> <p>Day 21: Today the resource person discuss, Copy and paste Internet content into your word file and emails</p> <p>Day 22: Today the resource person discuss, Understanding social media platforms such as Facebook & Many more</p> <p>Day 23: The resource person discussed about global network of computers through internet.</p>
Outcome of Activity	Students are able to learn and practice the MS OFFICE. which is being advance tool, it will increase their employability

Glimpses





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Certificate



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Examination

Sample Assessment



Mangalmai Institute of Management Technology Greater Noida (U.P.)



Mangalmai Institute of Management & Technology
Greater Noida



Course: BCOM

ADD-ON COURSE QUIZ

Time: 1 hour

Course Name: MS Office

Date: 03/03/2023

Name of Student: KOMAL TALAN

Roll No.

210992303042

Invigilator Sign-

General Instructions: All questions are compulsory. Each question will carry '1' mark and there is no 'Negative Marking'.

MULTIPLE CHOICE QUESTIONS

18/20

1. In Microsoft Word, which file extension is used for documents created in the latest versions?
a. .doc
b. .txt
 c. .docx
d. .rtf
2. What does the function "=SUM(A1:A5)" do in Microsoft Excel?
a. Finds the average of the range
b. Multiplies the values in the range
 c. Sums the values in the range
d. Finds the maximum value in the range
3. Which ribbon tab in Microsoft PowerPoint is used for adding animations to slides?
a. Home
b. Insert
 c. Animations
d. Design
4. What does the "Ctrl + B" keyboard shortcut do in Microsoft Word?
a. Bold
 b. Italicize
c. Underline
d. Copy
5. In Microsoft Excel, what function is used for counting the number of cells that meet a specific condition?
 a. =COUNT()
b. =SUM()
c. =AVERAGE()
d. =IF()
6. What is the default font style in Microsoft PowerPoint?



- a. Arial
 b. Calibri
c. Times New Roman
d. Verdana

7. Which feature in Microsoft Word is used to create a list with bullet points or numbers?

- a. Bullets and Numbering
b. Page Layout
c. Spelling and Grammar check
d. Find and Replace

8. What is the purpose of the "AutoSum" function in Microsoft Excel?

- a. Adds a new worksheet
 b. Calculates the sum of selected cells
c. Applies automatic formatting
d. Inserts a new row

9. In Microsoft Outlook, what is the purpose of the "Archive" feature?

- a. Mark emails as read
b. Permanently delete emails
 c. Store old emails in a separate folder
d. Forward emails to another address

10. Which view in Microsoft Word allows you to see how a document will look when printed?

- a. Print Layout
b. Draft
c. Web Layout
 d. Outline

11. How can you insert a new slide in Microsoft PowerPoint?

- a. Right-click on the slide sorter and choose "New Slide"
 b. Click on the "Insert" tab and choose "New Slide"
c. Press Ctrl + N
d. Click on the "File" tab and choose "New Slide"

12. What is the purpose of the "Format Painter" in Microsoft Word?

- a. Copy and paste text
 b. Apply formatting from one text to another
c. Change the font size of the entire document
d. Insert images into the document

13. Which function is used to insert the current date and time in a cell in Microsoft Excel?

- a. =NOW()
b. =TODAY()
c. =TIME()
d. =DATE()

14. In Microsoft PowerPoint, what is the purpose of the "Slide Sorter" view?

- a. View and edit individual slides



- b. Rearrange and organize slides
 - c. Apply animations to slides
 - d. Print slides in a handout format
15. What does the function "=COUNTIF(A1:A10, ">50")" do in Microsoft Excel?
- a. Counts the number of cells that are exactly 50
 - b. Counts the number of cells greater than 50
 - c. Calculates the average of cells greater than 50
 - d. Multiplies the values in cells greater than 50
16. In Microsoft Word, what is the purpose of the "Thesaurus" feature?
- a. Check document spelling and grammar
 - b. Insert tables and smart art
 - c. Find synonyms for selected words
 - d. Change font and paragraph formatting
17. Which option in Microsoft Excel is used for freezing panes to keep specific rows or columns visible?
- a. Freeze Panes
 - b. Split
 - c. Lock Cells
 - d. Protect Sheet
18. What is the keyboard shortcut for copying selected text in Microsoft Word?
- a. Ctrl + X
 - b. Ctrl + C
 - c. Ctrl + V
 - d. Ctrl + A
19. In Microsoft Excel, which function is used for finding the highest value in a range of cells?
- a. =MAX()
 - b. =MIN()
 - c. =SUM()
 - d. =AVERAGE()
20. How can you apply a superscript to selected text in Microsoft Word?
- a. Ctrl + S
 - b. Ctrl + Shift + =
 - c. Ctrl + Shift + ^
 - d. Ctrl + Shift + >



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