

Year: I (Sem II)

Subject Name: Working with Office Suite
Type of course: TransDisciplinary
Prerequisite (if any): NIL

Subject Code: BTCO18101

Offered by: Computer Engineering Department SCET.

Rationale: This course will provide office suite skills that prepares students to organize, manage and present information, or data. Also it gives students an understanding of computer applications in business, education and society.

Teaching and Examination Scheme:

| TEACHING SCHEME | | | | Theory Marks | | | Practical Marks | | Total |
|-----------------|---|---|---|--------------|-----|-----|-----------------|-----|-------|
| L | T | P | C | TEE | CA1 | CA2 | TEP | CA3 | |
| 2 | 0 | 0 | 0 | 0 | 9 | 50 | 0 | 0 | 50 |

CA1: Continuous Assessment (assignments/projects/open book tests/closed book tests CA2: Sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems TEE: Term End Examination TEP: Term End Practical Exam (Performance and viva on practical skills learned in course) CA3: Regular submission of Lab work/Quality of work submitted/Active participation in lab sessions/viva on practical skills learned in course

Content:

| Sr. No | Content | Total Hrs |
|--------|--|-----------|
| 1 | Getting Familiar to Office Suite : Introduction, Computer Software, Application Software, About Office | 2 |
| 2 | Documentation : Introduction to word, Survey and Forms, Manipulating Text, Themes and Templates, Quick Parts, Organizing Content, References, Mail Merge, Visual Content, Reviewing Documents, Protecting and Sharing Documents, Proofing the document | 6 |
| 3 | Storage and Analysis of Data using Spreadsheet : Spreadsheet Basic Skills, Introduction to functions in Excel, Advanced functions, Data validation, Plotting: Charts, Importing Data, and Converting to Other File Types, "What-If" Analyses, Data Model Building . Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Securing & Protecting spreadsheets, Analyze Data Using PivotTables and Pivot Charts. | 8 |
| 4 | Presentation skills: Designing Presentation Slides : Key principles of design: Introduction, Priorities in design, Design Principles, Templates and colors meaning, Hyperlinks and Action Buttons, Typography and photographic illustrations, Diagrams and data visualization, Adding custom animation, Creating Professional Slide for Presentation. | 8 |
| 5 | Publisher : Setting up new publications, Graphics and visual effects, Patterns, gradients, and textures, Importing text and creating styles. Column and paragraph formatting, RGB, CMYK, and Pantone colors, Work with Templates, Work with Objects. | 6 |

Suggested Specification table with Marks (Theory): (For B.Tech only)

| Distribution of Theory Marks | | | | | |
|------------------------------|---------|---------|---------|---------|---------|
| R Level | U Level | A Level | N Level | E Level | C Level |
| 20 | 20 | 10 | 0 | 0 | 0 |

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

Reference Books:

| Sr. No | Title of book /article | Author(s) | Publisher and details like ISBN | Year of publication | Publication Edition |
|--------|--|----------------------------------|---------------------------------------|---------------------|---------------------|
| 1 | Office 365 All-in-One For Dummies | Peter Weverka, Timothy L. Warner | Dummies publication ISBN : 1119576245 | 2019 | |
| 2 | Exploring Microsoft Office 2019 Introductory | Mary Anne Poatsy | Pearson | 2019 | |
| 3 | Open Office Basic: An Introduction | James Steinberg | Gold Turtle Publishing | 2012 | |

Course Outcomes:

| Sr. No | CO statement | Marks % weightage |
|--------|---|-------------------|
| CO-1 | Create professional-quality documents. | 20% |
| CO-2 | Apply knowledge of Spreadsheet for storage, organize and analyze information. | 25% |
| CO-3 | Apply knowledge of presentation skills to create slide presentations with animation, narration, images effectively. | 25% |
| CO-4 | Understanding use of office suite for professional documentation. | 30% |

List of Open learning website:

<https://www.coursera.org/learn/introduction-to-computers-and-office-productivity-software>
<https://www.udemy.com/topic/microsoft-word/free>
<https://edu.gcfglobal.org/en/topics/office>

List of Open Source Software:

Open Office
Google Docs
Google Spreadsheets



FOR LAB SESSIONS: NA