Department of Education

29 March 2021

CIRCULAR

VALUE ADDED COURSE (Microsoft Office)- B.Sc.B.Ed./B.A.B.Ed./B.El.Ed.
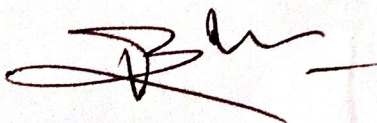
Student of B.Sc.B.Ed./B.A.B.Ed./B.El.Ed. Ird year are hereby informed that value added course "**Microsoft Office**" is scheduled from 5 April 2021 to 17 April 2021 in lab-6, Computer Centre.

Schedule:

- Time Slot: 2:00 PM to 5:00 PM
- Key Speaker: Dr. Gaurav Agarwal & Mrs. Meeta Chaudhry
- Duration: 3 hrs/day

Program Overview: .

The objective of this course is to develop proficiency in Microsoft Office programs who are ready for the challenges in modern time teaching.

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Dr. Avadhesh Sharma

(HOD) Head
Department of Education
Faculty of Education & Mass Comm.
Invertis University, Bareilly (UP)

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UNIVERSITY BAREILLY

Department of Education

Organising
VALUE ADDED PROGRAM
on
MICROSOFT OFFICE

Resource Person

Dr. Gaurav Agarwal
Head of Department
Computer Science and Engineering
Invertis University, Bareilly

Mr. Hemendra Kumar
Assistant Professor
Department of Education
Invertis University, Bareilly

Convenor

Mrs. Meeta Chaudhry
Associate Professor
Computer Science and Engineering
Invertis University, Bareilly

For B.Sc.B.Ed., B.A.B.Ed. & B.El.Ed. 2nd Semester Students

Date : 5th-17th April, 2021   **Venue - Computer Centre**

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MICROSOFT OFFICE

COURSE OVERVIEW

Microsoft Office is a suite of desktop productivity applications that is designed specifically by Microsoft for business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. For decades, MS Office has been a dominant model in delivering modern office-related document-handling software environments.

Microsoft Office is the popular software in the education sector. It is not only beneficial for the students but also useful for the teachers. Now with this software teachers can teach the student in an advanced manner. This software creates a new innovative method of learning and teaching. Students use this software in schools as well as in colleges. This software has many applications, and all the application has different functions. You can this software through www.office.com/setup. This software is reliable and compatible for all the devices like Window OS, Mac, Computers, Laptops, and also for Android Phones. This software offers user friendly interface, and it is very easy for students to use.

Value Added Course

Course Details:

Name of the Course: MICROSOFT OFFICE

Course offered to: B.Sc.B.Ed.,B.A.B.Ed. & B.El.Ed.

Contact Hours:36

Course Code: VAPE901

Course Coordinator: Mr. HEMENDRA KUMAR

COURSE OBJECTIVE:

1. To enable the students to study MS Office and to enrich the practical knowledge in MS Office.
2. To construct and demonstrate activity by using MS – word, excel and power point and other applications.
3. To analyse importance of computers in education.
4. To appreciate the scope of ICT for improving the personal productivity and professional competencies
5. To plan to use various ICT applications for project based/problem based, constructivist learning environment.

PRE-REQUISITE(s):

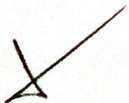Working knowledge of MS- Office and should be able to operate a computer system independently.
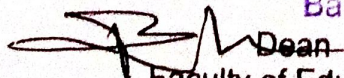
OVERVIEW:

Microsoft Office is a software which was developed by Microsoft in 1988. This Office suite comprises various applications which form the core of computer usage in today's world. MS Office helps simplify basic office tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails.

Microsoft has developed multiple versions of Office that can be supported by different operating systems, including Windows, Linux, and mac OS .Microsoft Office is also offered in 35 different languages.

Why take this course?

- To Performing basic editing functions, formatting text, copy and moving objects and

text.
- To demonstrating the basic mechanics and navigation of an Excel spreadsheet.
- To learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark

What you will learn in this course:

- MS- word
- MS- Power Point
- MS- Excel
- Slide presentation
- Mail in bulk
- Analysing data

Who should take this course:

- Students interested in making their career in the teaching field.
- Students interested in making their career in the banking, SSC & Railway etc.

Course Outline:

	Topic	No. of hours allocated
Topic 1	Creating, editing, saving and printing text documents	2
Topic 2	Font and paragraph formatting	1
Topic 3	Simple character formatting	1
Topic 4	Inserting tables, smart art, page breaks	2
Topic 5	Using lists and styles	2
Topic 6	Working with images	2
Topic 7	Using Spelling and Grammar check	1
Topic 8	Understanding document properties	2
Topic 9	Mail Merge	1
Topic 10	Spreadsheet basics	3
Topic 11	Creating, editing, saving and printing spreadsheets	2
Topic 12	Working with functions & formulas	2
Topic 13	Modifying worksheets with colour & auto formats	2
Topic 14	Graphically representing data : Charts & Graphs	1

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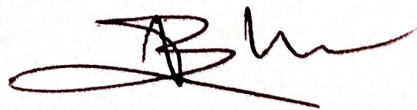Invertis University, Bareilly (UP)

Topic 15	Speeding data entry : Using Data Forms	1
Topic 16	Analysing data : Data Menu, Subtotal, Filtering Data	2
Topic 17	Formatting worksheets	1
Topic 18	Securing & Protecting spreadsheets	1
Topic 19	Opening, viewing, creating, and printing slides	2
Topic 20	Applying auto layouts	1
Topic 21	Adding custom animation	1
Topic 22	Using slide transitions	1
Topic 23	Graphically representing data : Charts & Graphs	1
Topic 24	Creating Professional Slide for Presentation.	1

Course Outcome : -

After going through the course the students will be able:

- To describe use of media and computers in education.
- To generalizes computer, its various operating systems and applications in teaching learning process.
- To construct and demonstrate activity by using MS – word, excel and power point and other applications.
- To analyze importance of media and computers in education.
- To appreciate the scope of ICT for improving the personal productivity and professional competencies
- To plan to use various ICT applications for project based/problem based, constructivist learning environment.

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