MBA151: MS OFFICE LAB

Teaching Scheme	Examination Scheme
Lecture: 3 Hrs/Week Credits: 2	End Semester Exam – 65 Marks

HOURS:40

MS-Word Lab

- Intro to Word and screen layout
- Intro to the Ribbon
- Formatting Text
- Cut, Copy & Paste
- Formatting Paragraphs
- Bullets & Numbering
- Working with Imagery & Graphics
- Intro to Tables
- Advanced Table Option (Manual and Automatic Editing of Tables)
- Use of Tables for figures and footnotes
- Borders & Shading
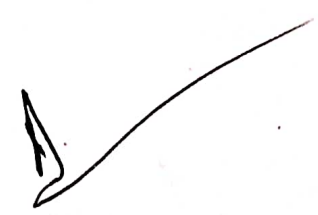- Header & Footer
- Mail-merge
- Printing

MS-Excel Lab

Unit1:

- Excel Environment
- Navigating within a Worksheet
- Navigating the Workbook
- Working with Cells
- Selecting items in Excel
- Entering Data
- Importing and Exporting of Data
- Formatting Text
- Formatting Numbers and values
- Formatting Columns and Rows
- Adding and Editing Borders
- Cutting, Copying and Pasting
- Inserting and Deleting
- Using Find and Replace
- Using Undo and Redo
- Entering Basic Formula and Functions
- Using Page Setup
- Headers and Footers
- Printing a Spreadsheet

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