VIPRA ARTS COMMERCE & PHYSICAL EDUCATION COLLEGE

Raipur(C.G.)

VALUE ADDED COURSE

ON

MS.OFFICE

Organized By

DEPARTMENT OF COMPUTER & SCIENCE

Date: 1st Sep -30th Sep

2018

VIPRA ARTS COOMERCE AND PHYSICAL EDUCATION COLLEGE

DEPARTMENT OF COMPUTR

MICROSOFT OFFICE

SESSION-2018-19

Students Name-……………   Time – 30 min

                                                                            MM - 20

ANSWER THE FOLLOWING QUESTION:-

Q1. How many margins sare there on a page?

 A. Two (header and footer)

 B. Four (top, bottom, right and left)

 C. Two (landscape and portrait)

 D. Four (center, top, left and bottom)

Q2. Word has Web authoring tools allow you to incorporate _____ on Web pages.

A. bullets
B. hyperlinks
C. sounds
D. all of the above

Q3.10. Home Key

A. Moves the cursor beginning of the document
B. Moves the cursor beginning of the paragraph
C. Moves the cursor beginning of the screen
D. Moves the cursor beginning of the line

Q4. To copy cell contents using drag and drop press the

A. End key
B. Shift key
C. Esc key
D. Ctrl key

Q5. What type of chart is useful for comparing values over categories ?

A.Pie ChartB.Column Chart

C.Line ChartD.Dot Graph

Q6.Which functionin Excel tells how many numeric entries are there ?

A.NUMB.COUNT

C.SUMD.CHKNUM

Q7.Which one is not a Function in MS Excel ?

A.SUMB.AVG

C.MAXD.MIN

Q8. A feature of MS Office that saves the document automatically after certain interval is called ____

A.SaveB.Save As

C.Auto SaveD.Backup

Q9._____ is a presentation program.

(A) U-torrent

(B) Mozilla Firefox

(C) MS PowerPoint

(D) Slide Panel

Q10. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Title slide

(B) Bullet slide

(C) Table slide

(D) Graph slide

VALUE ADDED COURSE SESSION 2018-19

TOPIC : MICROSOFT OFFICE

DURATION : 30 HOURS (1 MONTH)

SYLLABUS: Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

WEEK 1:Ms. word

- 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
- Mail Merge

WEEK 2:Ms. Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color &autoformats

WEEK 3:MS.Excel

- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

WEEK 4: 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.

TIME TABLE FOR ADD ON PROGRAME

ON

MICROSOFT OFFICE

1ST SEPTEMBER TO 30 SEPTEMBER 2018

DAY	TIME	TEACHER
MONDAY		MR. Mohit Shriwastav
TUESDAY	01:00PM TO 02:00PM	
WEDNESDAY		MRS. Preety Yadav
THURSDAY		
FRIDAY		MISS CHANDANI SAWLANI
SATURDAY		