

Soft skill

I M.A English

Computing Skills Syllabus

Objectives:

- To impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc.
- It provides essential skills for the user to get adapted to any work environment.

Unit I: *Word Processing* – Formatting – Paragraph and character styles, templates and wizards, table and contents and indexes, cross referencing; Tables and Columns – creating manipulating and formatting; Mail Merge, Labels and Envelopes.

Unit II: *Spreadsheets* – Workbook, Building, Modifying, navigating; worksheet- Autofiull, copying and moving cells, inserting and deleting rows, printing; Formulas and functions- Troubleshooting formulas, Functions and its forms like database, financial, logical, reference , mathematical and statistical – Databases – Creating, sorting, filtering and linking.

Unit III: *Presentations* – Power point – exploring, creating and editing slides, inserting tables and charts- special effects- Clip Art, creating and drawing shapes, inserting multimedia content – presentations – planning, animation, handouts, slideshow..

Unit IV: *Databases* – Access – Components, creating a database and project, import and exporting, customizing; Tables- creating and setting fields; Queries –Types, creating, wizard- Reports- creating and layout.

Unit V: *Information Management* – Outlook – Starting, closing, contacts, tool bars, file management; email-reading, composing, responding, attachments, signature, junk mail; tasks- screen, sorting, creating, deleting, assigning, updating; scheduling- calendar.

Note: All units need an approach through practical exposure.

References:

- 1.Mansfield, Ron. *Working in Microsoft Office*, Tata McGraw Hill, 2007.
- 2.Davis, Guy Hart. *Microsoft Excel 2007*, Tata McGraw Hill, 2007.

Examination:

1. Internal assessment could be based on Theory and/or practicals.
2. End semester is based on practicals.

Question Paper Pattern

Computing Skills (Papers 4) -60 Marks

Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner

	Type of Question	Marks
Part A	Record writing	10
Part B	Practical's covering all the units of the syllabus	50