Course Title		Microsoft Office Practical
Course Code Number		MGT 317
Year/Semester		I/I
Credit Hours		00
Course Objectives:		
Main Objective		This course is designed to provide students with experience in using a range of computer software packages, and help them develop skills in the choice and use of computing tools for various tasks. The main focus of this course is on business applications of software, including word processing, spreadsheets which will be taught during Practical Labs.
Enabling Objectives		After completion of all the learning units of the course, participants will be able to • perform different activities like inserting table, footnotes, creating, priniting and editing MS word documents • create spreadsheet and insert different builtin functions and logical operation formula. • make powerpoint slides for presentation.
Learning Unit (LU)	Learning Hours (LH)	**Contents**
LU 1	LH 15	**MS Word** Creating , Navigating and Editing Word Documents , Formatting Text of a Document, Formatting, Viewing and Printing a Document , Inserting and Removing Page Breaks, Insert Header and Footers Viewing a Document, Insert and Removing Page set up of a Document, Printing a Document , Working With Tables and Graphics, Working With Objects, Mail Merge and Labels, Spelling and Grammar Tools, Autocorrect, auto Format, Inserting Endnotes and Footnotes, Working With Comments, Inserting Comments, Creating Index and Tables From the Content of Document, Counting Words Macro Saving Documents With Passwords
LU 2	LH 23	**Introduction to Excel** • Concept of Workbook, Worksheet, Work Space • Formatting Workbook, Conditioning Formatting , Sorting Data • What if analysis, Goal Seek, Scenario, Project Work Sheet, Types of Errors, Functions & Formulas :- • Mathematical Round, Ceil Floor, Fact, Subtotal , Sum, Submit • Logical – AND, OR, Not

		• Statistical :- Min, Max, Avg, Count if
		• Text Concatenate, Exact, Find Left, Right, Len Lower, Upper, Trim
		• Took Up :- H look up, V lookup
		• Date and time: - Date, Day, Days 360, Hour, Minute, Now, Second Time.
LU 3	**LH 10**	**Ms Power Point** Creating, Browsing & Saving Presentation, Editing & Formatting Slides, Linking Multiple Slides Using Hyperlinks and Advance Buttons, Using Slide Layouts, Adding Notes to the Slides, Editing and Formatting Slides, Working With Slide Masters, Inserting Objects on the Slide, Animating Objects, Slide Transitions, Choosing Preset Animations, triggering Animations, applying Sound Effects to Animation Effects, Playing Videos, Rehearsing Timings, Slide Show, Slide Show Options (Using Pen Pointer, Highlighter), Pack & go, Custom Show
References		1. Microsoft Office 2003 Complete, BPB Publication 2. Office 2003 in Simple Steps Dream Tech Presss 3. Microsoft Office XP – Fast & Easy, Diane Koers, Prentice Hall of India Private Limited, 2001.

Net Contact Hour is 48 excluding the exams and tests.
Evaluation Module: 50 percent will be assessed through the internal evaluation and 50 percent will be assessed through end semester examination