

Udai Pratap College, Varanasi

(An Autonomous Institution)



Syllabus of the Subject: Vocational Courses

As per guidelines of National Education Policy-2020 (NEP-2020)
w.e.f. the session 2021-2022

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Singh, Singh, Singh, Singh, Singh

Subject: Vocational Course

Course Code:	Course Title: Basics of Microsoft Applications
Credits: 1	Core : Elective
Max. Marks: 25+75	Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-0	

Unit	Topics	No. of Lectures
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Basics of Microsoft office

I	Introduction to Computer, History of Computer, Characteristics Of Computer System , Central Processing Unit Keyboard, mouse and VDU, ALU, CU, computer memory RAM, ROM, PROM, EPROM, Input devices and Output devices , Number systems, Binary, octal, hexadecimal , Decimal and their Conversions..	5
II	Introduction of Ms Words, Creating Documents, Editing Text, Selecting Text, Deleting Text, Inserting Text, Copying, Moving, Finding and replacing, Formatting the Text, Page Layout and Page Setup, Inserting and Creating Table, Mail Merge.	5
III	Introduction of Ms-Excel, Excel Spread Sheet, Menu Bar, Formula Bar, Tool Bar, Active cell, Workbook Window, Page setup, Fonts , Alignment Numbers ,Functions and Formula, Charts(Bar . Line . Pie). Introduction of power Point, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Slide Show, Running a Slide Show.	5

Suggested Readings

1. Fundamental of Computer by V.Rajaraman
2. Complete Reference BPB Publications(MS Office)

This course can be opted as an Elective by the students of following subjects

Open to all

Continuous Internal Evaluation (CIE) Methods

- 20 Marks for Test / Quiz / Assignment / Seminar
- 05 Marks for Class Interaction

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 04/9/21

Subject: Vocational Course

Course Code	Course Title: Microsoft Applications (Practical)
Credits: 2	Core: Elective
Max Marks 25+75	Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4	

Topics	No. of Lectures
Microsoft office (Practical)	
<ol style="list-style-type: none">DOS: Internal and External commands, Windows.Write a letter and cut, copy, paste, saveFormatting the Text, Page Layout and Page Setup, Inserting and Creating Table, Mail Merge.Excel Spread Sheet, Menu Bar, Formula Bar, Tool Bar, Active cell, Workbook Window, Page setup, Fonts, Alignment Numbers, Functions and Formula, Charts(Bar, Line, Pie).PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template. Some other experiments will be done based on the theory.	60

Suggested Readings

1. Fundamental of Computer by V.Rajaraman
2. Complete Reference BPB Publications(MS Office)

This course can be opted as an Elective by the students of following subjects

Open to all

Continuous Internal Evaluation (CIE) Methods

- 10 Marks for Record File (depending upon the no. of experiments performed out of the total assigned experiments)
- 10 Marks for Viva Voce
- 05 Marks for Class Interaction

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