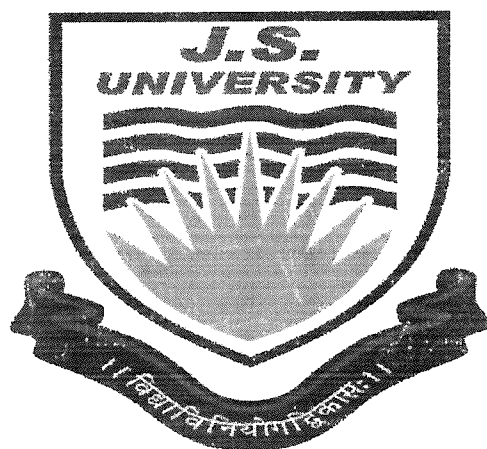


J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015
Recognized by U.G.C. under section 2 (f) of Act-1956



Value Added Course

Value Added Course

(Computer Proficiency)

Faculty of Education

Learning Outcome:

This Course will provide better presentation skill

Duration: 30 Hours. (Theory and Practical)

course Objectives:

- Use the basic vocabulary and terminology related to computer and word processing
- Open, save and format a basic document
- Type a simple note or a letter using Microsoft Word
- Perform basic format and editing on a word document
- Create tables and calendars
- Use different basic computer language software and programs to practice English and typing skills

Course Outcome

- Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications.
- Create an excel workbook and navigate your way around the basic applications.
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and picture

MODULE I:

Managing Your PC and MS Outlook Managing Your PC:

This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using

Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.

MODULE II:

Navigating Word Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization Creating a word document (from a template) Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document

MODULE III:

Navigating Excel

Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email

MODULE IV:

Creating a PowerPoint Presentation

Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.

MODULE V

Database Management with MS-Access

Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007

Reference:

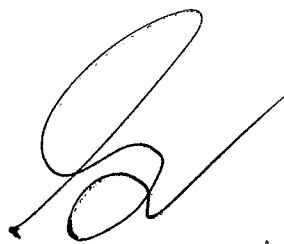
1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
4. Donald Sanders: Computers Today, McGraw - Hill Publishers.
5. Davis: Introduction to Computers, McGraw -Hill Publishers.

6. V. Rajaraman : Fundamental of Computers, Prentice-Hall India Ltd., New Delhi.

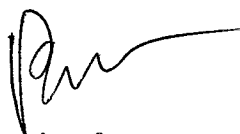
7. Learning MS-Office2000 by R Bangia (Khanna Book Pub)

8. Teach yourself MS -Office by Sandlers (BPB Pub).

9. Using MS Office by Bott(PHI). Note: Latest and additional good books may be suggested and added from time to time , covering the syllabus.



Coor. Coor. dindhi
Mr. Sachin
Vadekar



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Academy
Dr. Akhil



H.O.D
Dr. Shivkan