SCISVAC02 - Fundamentals of Computing

Unit I Document Creation in MS-WORD

Creating new Documents –Document template – Typing Text – Editing Text – Insert Text – Go to, Find, and Replace text or word- Formatting of Text – Format painter – Cut and Paste utility.

Unit II Table Creation in Ms-Word

Creating tables – Working with table – Merging cells – Splitting a cell – Splitting a table -using auto correct.

Unit III Ms-PowerPoint

Create Slide Presentation – Design Theme – Add Text – Editing Techniques – Slide Master – Format Slide.-Transition and Animation.

Unit IV Ms-Excel

The typical worksheet or spread sheet – cell and their properties – formatting cell – text, numbers, currency, accounting, date, time, percentage, scientific – formats.

Formula using arithmetic and relational operators in a worksheet -Advanced Formulas sum, count, Average, Max, Min, Product.

Unit V Graphs and Charts

Bar diagrams, pie charts, Area, - Building Line Diagrams, Histograms, Scatter plots -Frequency Graphs.Introduction to Flash.

Text Book:

Torben Lage Frandsen ,'Microsoft Office Word 2007', Bookboon, India.

Reference Book:

Stephen Moffat ,'Microsoft Word 2010', Bookboon, India.