



**RURAL INSTITUTE OF HIGHER STUDIES,  
(RIHS), BHOGRAI  
(2021-22)**

**Add-on-Course**

**(OFFICE APPLICATION AND MS EXCEL)**



**DEPARTMENT OF COMMERCE**

**RURAL INSTITUTE OF HIGHER STUDIES,  
BHOGRAI, BALASORE-756036**

### **COURSE OBJECTIVES:-**

1. To give basic information about the computer system.
2. To give Knowledge about Computer Hardware and Software.
3. To familiarize students with the use of MS Window, Internet and E-mail.
4. To familiarize students with the use of MS Office, MS Word, MS Excel, MS Power point.
5. To Develop Numerical Abilities of Students.
6. To Inculcate Writing Skill and Business Correspondence.
7. To create awareness of law and legalization related to commerce and business.
8. To introduce recent trends in business organization and industries.
9. To acquire practical skill related with banking and other business.

### **COURSE OVERVIEW**

The course is aiming to equip all the commerce aspirants to have basic skill as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word Excel and Power point Programmes.

### **DURATION**

The entire course will rigorous three months. The classes will be conducted on one of hour. There will be 36 classes to cover the entire classes. Each class will be of 1 and half house duration.

### **ATTENDANCE**

75% attendance is mandatory.

### **CERTIFICATE**

Certificate of participation will be given to each student having 75% of attendance and after the final assessment.

## **UNIT-I : Word processing**

Introduction to word processing , word processing concepts, use of templates, working with word document; Editing text , find and replace text , formatting , spell check , autocorrect, autotext , bullets and numbering. Tabs paragraph formatting index page formatting, header and footer. Tables -Inserting, Filling and Formatting a Tables-Inserting pictures and Video, Mail Merge, Including linking with database, printing document.

## **UNIT –II : Preparing Presentations**

Basics of presentation: Slide, Fonts, Drawings, Editing, and Inserting: Tables images, texts, Symbols, Media, Design, Transaction, Animation and Slide ions Language of presentations: Explaining the title, outline, and summary, explaining the background, problems, materials, methods and processes. Explaining and discussing data in the form of figures and tables Understanding and answering questions from the audience.

## **UNIT-III : Spreadsheet and Its Business Application:**

Spreadsheet concept managing, worksheet, formatting Entering Data, Editing and Printing a Worksheet , Handling Operators in formula, Project Involving Multiple Spreadsheets, Organizing Charts and Graphs Generally Used Spreadsheet Function, Mathematical, Financial, Logical , Date and Time, Lookup and Reference, Database and Text Function .

### **Creating business spreadsheet:**

Creating Spreadsheet In The Area Of: Loan and Lease Statement, Ratio Analysis, Payroll Statement, Capital Budgeting, Depreciation Accounting, Graphical Representation Of Data, Frequency Distribution and its Statistical Parameters, Correlation and Regression.

## **UNIT – IV: EXCEL**

Customizing Common Options in Excel, Absolute and Relative Cells, Sorting Tables, Using multiple Level Sorting, Using Custom Sorting, Filtering Data or Selected View. Using function:-sum, Average, Max, Min, Count, Absolute, Mixed and Relative Referencing

### **Mathematical Function**

SumIf, SumIFS ,CountIFS ,AverageIF ,AverageIFS, NestedIF ,AND,OR,NOT.

**Date and Time Function:-**Today,Now,Day,Month,Year.

## **EVALUATION CRITERIA:**

**TOTAL – 100**

**HANDS ON ACTIVITY - 10**

**PROJECT & VIVA – 25 & 05**

**FINAL ASSESSMENT – 60**

## **REFERENCES:**

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12. ^ *"What Is Included In Microsoft 365 (Office 365)? - The Complete List | IT MANIACS". August 19, 2020. Retrieved March 21, 2022.*
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- 16.^ *Fried, Ina (August 13, 2009). "Next Mac Office, due by 2010's end, gets Outlook". CNET News. CBS Interactive. Archived from the original on August 15, 2012. Retrieved August 28, 2009.*
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