

**MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA-8**  
**(Affiliated to Krishna University, Machilipatnam)**

**SYLLABUS**

<b>Subject: Computer Science</b>	<b>Semester: I</b>	
<b>Course Title: MS Office – Practical</b>	<b>Course Code: 20CSP1MO11</b>	
<b>No. of Hours: 30</b>	<b>LTP: 002</b>	<b>Credits: 1</b>

**Objectives**

- To provide hands-on use of Microsoft Office 2010 applications which will result in MS Office applications knowledge and skills
- To enable the students in crafting professional word documents, excel spreadsheets and PowerPoint presentations.

**Course Outcomes**

**CO1:** Apply appropriate menu options to create professional documents and presentations

**CO2:** Build spreadsheets to perform calculations, display data and conduct analysis

**CO3:** Design and construct databases to store, extract, and analyze real world data.

**List of practicals**

1. Create a MS word document that applies Headers and footers & Hyperlink options.
2. Create a MS Word document applying all the illustrations.
3. Apply the steps to create Mail Merge.
4. Prepare a class Time table in MS word.
5. Prepare a PowerPoint Presentation on “Latest trends in Technology” and apply Animations, Transitions and Slide show.
6. Prepare a PowerPoint Presentation on “Careers and Opportunities” and apply Animations, Transitions and Slide show.
7. Prepare a students' marks list, calculate the percentage, grades and find the results.
8. Prepare an Annual sales report of an Organization and display

the data in the form of Charts.

9. Prepare reports on customer information and apply sorting, filtering and consolidating options in Excel.
10. Create Macros in Excel.
11. Create Pivot Tables in Excel.
12. Create Employee database with the given data tables

table1: EMP

emp_id	emp_name	dept_id	emp_salary
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table2: DEPT

dept_id	dept_name	Dept_manager
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13. Create forms for the given tables, insert values and generate reports.
14. Apply following queries on the given employee database.
  - a. List out the employees whose salary is above Rs.50,000.
  - b. List out the employees who are working for the Finance department.
  - c. List out the employees who report to the manager Mr.X.

### Reference Books

1. Office 2010 All- in- One For Dummies Peter Weverka
2. MS-Office S.S. Shrivastava
3. MS-OFFICE 2010 Training Guide Prof. Satish Jain, M. Geetha, Kratika BPB Publications

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**Practical-Scheme of Valuation**

**Time: 3 Hrs.**

**Max. Marks: 50**

<b>Practical</b>	<b>Marks</b>
Program Writing	15 M
Program Execution	15 M
Viva	10 M
Practical Record	10 M
<b>Total</b>	<b>50 M</b>