SYLLABUS

I. WORD PROCESSING (CREDITS: 6)

Section - A

Unit I: Introduction to Word Processing, Development of the Word Processor, Design considerations for word processed documents, OpenOffice suite's word processing application/Writer, Opening and Closing Writer, Creating, opening and closing documents, Working with multiple documents, Saving documents, Save an existing file under another name, Save different Versions

Unit II: Locating the components of the Writer window, Writer toolbars and ruler, Adjusting the application settings, Adding content to Writer Documents, Working with text, Editing Content

Section - B

Unit III: Formatting Documents, Text Formatting, Paragraph Formatting, Text alignment, Tabs and its types, Placing text at the tab position, Paragraph spacing, Working with lists, Paragraph borders and shading, Creating and Applying Styles

Unit IV: Adding tables,Adding data to a table, Deleting a table, Add and delete columns and rows, Modifying columns and rows, Images, Inserting images, Modifying images, Resize an image and charts

Unit V: Mail Merge, Preparing the documents, Creating the main document, Creating the data source, Document formatting

II.SPREADSHEETS (CREDITS: 6)

Section-A

Unit I: **Introduction to Spreadsheets,** Development of the spreadsheet, Design considerations for spreadsheet documents, **OpenOffice Calc,** Opening and closing Calc, Creating, opening, and closing spreadsheets, Working with multiple spreadsheets, Saving spreadsheets

Unit II: Locating the components of the Calc window, Calc toolbars, Adjusting the application settings, Adding content to Calc spreadsheets, Working with cells, Selecting cells and cell ranges, Entering data in cells, Undo/Redo, Numerical data, Date format of data, Find and Replace, Sorting data, Formatting appearance, Copying and Moving cells, Working with rows and columns

Section-B

Unit III: Formulas and Functions, Arithmetic formulas, Arithmetic operators, Functions, Cell ranges

Unit IV: Charts and graphs, Types of Charts, Creating charts from cell data, Modifying a chart, Preparing spreadsheets for output, Setting up a worksheet for printing, Printing worksheets

III. PRESENTATIONS (CREDITS: 6)

Section -A

Unit I: Introduction to Presentations, What is a good presentation?, Design principles, Purpose of the Presentation, The Design Process, Graphics and illustrations, Most Common Mistakes in Presentations,Using the Application, Working with Presentations, Window Layout, Opening an Existing Presentation Using the File Menu, Saving a Presentation, Saving a Presentation in Different Formats, How to Use the Help Function

Unit II: Creating a New Presentation, Using Pre-defined Presentation Templates in Presentation, Creating a Presentation from Scratch, Slide Layouts, Adding, Copying and Deleting Slides, Creating and Applying Presentation Views, Creating a Master for Presentation, Adding a Graphic or Object

Section -B

Unit III: Adding Text to Slides, Enter Text into Placeholders, Title Placeholder, Text Placeholder, Adding Text in Outline View, Adding a Textbox to a Slide, Copy, Move and Delete Text and Text Boxes, Formatting Text, Work with Tables in Presentations

Unit IV: Inserting Charts, Different Chart Types, Identifying the Parts of a Chart, Inserting a Simple Chart, Importing Charts and Tables from a Spreadsheet, Working with Graphics, Graphical Object, Inserting Clip Art, Inserting an Image from File, Using the Art Gallery to Draw Objects, Move/Delete/Copy a Selection of Objects, Preparing your Presentation, Animation Effects on Text and Objects, Add Presenter Notes to Slides