

# OFFICE APPLICATIONS LAB

(Skill Oriented Lab Elective - I)

Course Code:

L T P C  
1 0 2 2

**Pre-requisites:**

**Course Outcomes:**

At the end of the course, the student will be able to

**CO1:** Demonstrate basic operations on word processor files (L2)

**CO2:** Explain about the use of various editing options available for documents (L2)

**CO3:** Interpret the charts using a spreadsheet (L2)

**CO4:** Discuss the use of various symbols to create effective presentations (L2)

**CO5:** Explain the use of animations in slides (L2)

**(Any 12 out of 14 experiments)**

## LIST OF EXPERIMENTS:

### Word processing software

1. Getting Started with the word processor - Creating a new blank document, working with non-printing characters and line spacing, saving a document, opening a document, navigating a document, go to, find and replace, editing a document
2. Character formatting -autocorrect options, selecting text, cut copy and paste, character formatting options, format painter, working with numbers, working with bullets, creating an outline
3. Paragraph formatting - alignment options, line spacing options, working with indents, working with tabs
4. Tables - working with tables, creating a table, adding rows and columns to a table, formatting table data, borders and shading, sorting in a table, drawing in a table, converting existing data to a table
5. Controlling page appearance - working with page breaks, working with columns, adding a watermark, headers and footers

### Spreadsheet software

6. Overview of the spreadsheet software window - mouse-features, back stage view, creating workbooks, entering text and numbers, creating basic formulae, relative references, order of operations, working with ranges, saving workbooks- file extensions, share, export and publish files
7. Navigating workbooks - opening a file, working with larger files, freeze panes option, split screen option, working with rows, columns and cells, adding and deleting rows columns and cells, changing column and-row widths
8. Moving data - cut, copy and paste, copying formulas
9. Formulae & functions - overview of formulas, create formulas using functions
10. Formatting worksheets - formatting cells, formatting numbers, borders and shading, format as table, using styles, using format painter, protecting sheets, fill handle and custom lists
11. Charts - creating charts, types of charts, editing charts, using graphics to enhance charts
12. Sorting and filtering - remove duplicates, sort data, filter data

### Presentation software

13. Creating a new presentation, working with slides, saving a presentation, text and bullet editing options, formatting text, working with bullets and numbered lists
14. Adding graphics - inserting shapes, inserting graphics, inserting icons and 3D models, inserting pictures
15. Working with objects - selecting objects, editing objects, formatting objects, arranging objects, grouping objects

16. Using master slides - modifying master slides, adding media, adding video to a presentation, adding audio to a presentation, working with transitions, applying transitions, transition options, animating an object, effect options, working with the animation pane, motion paths, triggers

**References:**

1. Satish Jain, Geetha M., MS-Office 2010 Training Guide, 1<sup>st</sup> Edition, BPB Publications, 2010
2. Wallace Wang, Microsoft Office 2019 For Dummies, 1<sup>st</sup> Edition, Wiley, 2018