



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

| COURSE CODE | CATEGORY | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | |
|-------------|----------|--|------------------------------|---------------|----------------------|-------------------------|----------------------|---|---|---|---------|
| | | | THEORY | | | PRACTICAL | | L | T | P | CREDITS |
| | | | ENDESEM University Exam | Two Term Exam | Teachers Assessment* | ENDESEM University Exam | Teachers Assessment* | | | | |
| GESVIIT101P | GEC | Introduction to MS-Office and DTP packages | 60 | 20 | 20 | 30 | 20 | 2 | 0 | 2 | 3 |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives:

1. Define the MS-Office and DTP.
2. Process any type of document with the help of MS Word.
3. Prepare specific the sheets through MS Excel.
4. Design dynamic slides with the help of MS PowerPoint.
5. Publish any kind of information with specific DTP application.

Course Outcomes:

1. Give descriptions for MS-Office and DTP Applications.
2. Use MS Office in systematic way for any kind of document processing.
3. Analyze any kind of information with MS Excel.
4. Demonstrate any kind of knowledge to the audience through MS PowerPoint.
5. Show the information in very systematic way to the users with DTP applications.

Syllabus:

UNIT I

Microsoft Office (MS-Office): Introduction, Development and History, versions, **Introduction of MS-Office Packages:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, Microsoft Front Page, Microsoft OneNote etc. **Desktop Publishing (DTP):** Introduction, Development and History, versions, **Introduction to DTP Packages:** Adobe Page Maker, Adobe Photoshop, Adobe Illustrator, CorelDraw, Microsoft Publisher etc. Difference between DTP Software and Word Processing Software.

Chairperson
Board of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Chairperson
Faculty of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Controller of Examination
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Joint Registrar
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

| COURSE CODE | CATEGORY | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | |
|-------------|----------|--|------------------------------|---------------|----------------------|-------------------------|----------------------|---|---|---|---------|
| | | | THEORY | | | PRACTICAL | | L | T | P | CREDITS |
| | | | ENDESEM University Exam | Two Term Exam | Teachers Assessment* | ENDESEM University Exam | Teachers Assessment* | | | | |
| GESVIIT101P | GEC | Introduction to MS-Office and DTP packages | 60 | 20 | 20 | 30 | 20 | 2 | 0 | 2 | 3 |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II

Microsoft Word: Introduction, Creating, editing, saving, and printing text documents, Font and paragraph formatting, Simple character formatting, inserting tables, smart art, page breaks, using lists and styles, working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge etc.

UNIT III

Microsoft Access: Introduction, Spreadsheet basics, Creating, editing, saving, and printing spreadsheets, working with functions & formulas, modifying worksheets with color & autoformats, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms, analyzing data: Data Menu, Subtotal, Filtering Data, formatting worksheets, Securing & Protecting spreadsheets etc.

UNIT IV

Microsoft PowerPoint: Introduction, Opening, viewing, creating, and printing slide, applying auto layouts, adding custom animation, using slide transitions, graphically representing data: Charts & Graphs, Creating Professional Slide for Presentation, etc.

Chairperson
Board of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Chairperson
Faculty of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Controller of Examination
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Joint Registrar
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

| COURSE CODE | CATEGORY | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | |
|-------------|----------|--|------------------------------|---------------|----------------------|-------------------------|----------------------|---|---|---|---------|
| | | | THEORY | | | PRACTICAL | | L | T | P | CREDITS |
| | | | ENDESEM University Exam | Two Term Exam | Teachers Assessment* | ENDESEM University Exam | Teachers Assessment* | | | | |
| GESVIIT101P | GEC | Introduction to MS-Office and DTP packages | 60 | 20 | 20 | 30 | 20 | 2 | 0 | 2 | 3 |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT V

Adobe PageMaker: Create, format, edit and different publication. **Adobe Photoshop:** Create, format, edit and develop images. **Adobe Illustrator:** Create and edit shapes, create with drawing tools, use the Color Picker. **CorelDraw:** Draw, edit, format, and develop graphics design. **Microsoft Publisher:** Create a publication from a template; save a publication; add text and pictures; use building blocks; and print your publication.

Text Books:

1. Prof. Satish Jain, M.Geetha, “**Microsoft Office 2010 Training Guide**”, Visual Approach to Learning MS Office 2010 Package, BPB Publication.
2. Prof. Satish Jain, M.Geetha, “**DTP (DESKTOP PUBLISHING) Training Guide**”, BPB Publication.

Reference Books:

1. Jennifer Kettell, Guy Hart-Davis, Curt Simmons, “Microsoft Office 2003: The Complete Reference” TMH, December 2003.
2. Muhammad Waqas Khan, “**MS Office**”, 1st Edition, 2018.
3. Vishnu Priya Singh, Meenakshi Singh, “DTP Course Book”, Computech Publications Ltd., 1st Edition, 2008.

Chairperson
Board of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Chairperson
Faculty of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Controller of Examination
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Joint Registrar
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

| COURSE CODE | CATEGORY | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | |
|--------------------|------------|---|------------------------------|---------------|----------------------|-------------------------|----------------------|----------|----------|----------|----------|
| | | | THEORY | | | PRACTICAL | | L | T | P | CREDITS |
| | | | ENDESEM University Exam | Two Term Exam | Teachers Assessment* | ENDESEM University Exam | Teachers Assessment* | | | | |
| GESVIIT101P | GEC | Introduction to MS-Office and DTP packages | 60 | 20 | 20 | 30 | 20 | 2 | 0 | 2 | 3 |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

List of Practical's: (If Practical Credit Shown in Syllabus)

1. Document creation, Text manipulation with Scientific Notations.
2. Mail Merge.
3. Drawing Flowcharts.
4. Table creation, Table formatting and Conversion.
5. CHARTS – Line, XY, Bar and Pie.
6. Dynamic Slides Preparations.
7. Document Processing.
8. Processing Images and Photos.
9. Playing with Colors.
10. Advertisement and Brochures.

Chairperson
Board of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Chairperson
Faculty of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Controller of Examination
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Joint Registrar
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

Chairperson
Board of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Chairperson
Faculty of Studies
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Controller of Examination
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore

Joint Registrar
ShriVaishnavVidyapeeth
Vishwavidyalaya, Indore