Bachelor of Business Administration (B.B.A.)			Semester - I
Course Title: IT for Business - I	Course Code:		Type of Course: SEC
Credit: 02	Theory: 01 Hour	Practical: 02 Hours	Lab Hours: 30
Internal Marks: 25	External Lab Exam Marks: 25	Total Marks: 50	Lab Exam Time: 1 Hour

COURSE OUTCOMES:

- Students should be able to use and navigate software applications such as Microsoft Word and Microsoft Power Point.
- Students should be able to create and edit documents using a word processing application.
- Students should be able to create and deliver effective presentations using presentation software such as Microsoft Power-point.

Pedagogy:
- The instructor should demonstrate how to use various software applications and tools to the students, providing step-by-step guidance.
- Students can work on exercises that require them to use the software in realistic scenarios.
- Should be designed to reflect practical applications in real-world scenarios.

COURSE CONTENT

Unit – 1	Working with Microsoft Word	Hours: 15

Create and Navigate Through Document
- Create a blank document
- Create a blank document using a template
- Insert hyperlinks
- Create bookmarks
- Move a specific location or object in a document

Format a Document
- Modify page setup
- Apply document themes
- Apply document style sets
- Insert headers and footers
- Insert page numbers
- Format page background elements
- Use of Bullets and Numbers
- Spelling and Grammar Checker

Insert and Format Text and Paragraphs
- Find and replace text
- Cut, Copy and Paste text
- Apply font formatting
- Apply formatting by using format pointer
- Set line spacing and indentation
- Insert shape, graphics, Watermark

Create Table
- Create a Table

	▪ Convert text to tables and tables to text
	▪ Create a table by specifying rows and columns
	▪ Apply table styles
	Mail Merge
	▪ Create a Mail Merge
	▪ Manage recipient list
	▪ Insert merge fields
	▪ Preview merge result

Unit – 2	**Working with Power-point - I**	Hours: 15

	Create and Navigate Through Power-point
	▪ Create a blank presentation
	▪ Create a blank presentation using a template
	▪ Adding, Deleting and rearranging slides
	Create Themes and Use of Transitions, Animation
	▪ Create a theme for presentation
	▪ Use specific theme for presentation
	▪ Using transitions, Setting up slide timing
	▪ Use of animation and apply to slide / presentation
	Different Presentation Views
	▪ Setting up and using presenter view
	▪ Use of Outline view
	▪ Usage of Slide sorter and notes pages
	▪ Use of slide narration
	▪ Setup slide show of presentation (From Beginning and From Current slide)
	Formatting Presentation
	▪ Use of Header-Footer
	▪ Use of WordArt
	▪ Adding SmartArt to presentation
	▪ Inserting Tables to presentation
	▪ Inserting pictures, clip-arts, shapes to presentation
	▪ Insert movies or sounds to play automatically / on mouse click
	▪ Insert, edit, remove a hyperlink

Unit – 3	**Working with Power-point - II**

	Managing Presentations
	▪ Custom Shows
	- Create, show a named custom slide show
	▪ Slide show settings
	- Copy, edit, delete a custom slide show
	- Apply timing to, remove timings from slide transitions
	- Apply settings to a slide show so that it loops continuously when played / does not loop continuously when played.
	- Apply settings so that slides advance manually, advance using timings if present

	- Apply settings so that slide show is presented with animation, without animation
	▪ Slide show control
	- Add, erase pen annotations during a slide show
	Display black, white screen during a slide show. Pause, restart, end a slide show

Skill Development Activities: Practical Application

REFERENCES

- Office 2019 All-in-One for Dummies by Peter Weverka
- Microsoft Word 2019 Step By Step – By Joan Lambert and Joyce Cox
- PowerPoint 2019 for Dummies by Doug Lowe