



Name of the Module: IT SKILLS

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Objectives and Outcomes

This module has been intended to provide hands-on use of Microsoft Office Package, internet and webpage designing. The objective of this module is to enable a learners in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To acquaint the learners in preparation of documents and presentations with office automation tools.

After the successful completion of this module the learners will be able to:

- ❖ To simplify operations and minimize computational errors
- ❖ To perform documentation
- ❖ To perform accounting operations
- ❖ To perform presentation skills
- ❖ Create its own Webpage
- ❖ To improve quality of output in terms of presentation and reduction in processing time
- ❖ Comprehend MS Office applications, internet knowledge and skills

Course Type

IT based, value-added and non-credit course

Duration

3 months / 12 weeks

Fees

₹ 500.00 only

Pedagogy

Online (Moodle based, LMS driven, Smart eLearning platform). Learners can access the contents of the subsequent weeks only after successful completion of the contents of the preceding week after 1st week. Limited live virtual classes and local counselling sessions will also be held. Digital certificates are to be provided to the learners after successful completion. No marksheet or grade sheets are to be provided.

Evaluation

- Weekly online quiz test – Successful completion of one week’s quiz will unlock the course content for the next week.
- Term end evaluation – Will be conducted at the last (ideally the 12th week) which might include components like written test, presentations, seminar, case analysis, viva-voce etc.

Successful completion of both the above will lead to certification.

Study Resources

Soft copies of the Self Learning Materials, case studies and audio / video lectures.



Eligibility Criteria

+2 pass (in any discipline)

Course Content

The course is divided into numbers of blocks and each block has units. The details are furnished below.

Block-1	MS-Word	
	Unit-1	<p>(Starting MS Word) Introduction: Basics of MS-Word, Tools, Tabs, Creating, opening, editing and saving a document, Text Alignment, Formatting Text, Find, Advance find and replace, Formatting page, margins, page size, portrait and landscape. Symbols and Pictures: Insertion: Inserting a Picture, Inserting a clip art, inserting shapes, Inserting smart art, Inserting charts, Inserting Equation, Inserting Symbol, Use of Bullets.</p>
	Unit-2	<p>(Working with Tables, header, footer and other Controls) Tables: Basics, Table Creation, table manipulation: Using and manipulating tables, inserting / deleting of rows and columns, sorting tables. Working with headers, footers and page numbers, Changing character width and line spacing, Print a document, Copy and moving text between two different documents, Typing more than one language in the same text. Shortcuts: Shortcuts for various activities in MS Word</p>
Block-2	MS-Excel	
	Unit-1	<p>(Fundamental and Working with Graphics and Formatting) Introduction, definition, Understand the MS-Excel Screen: Tabs, Entering to MS-Excel, Creating a new excel workbook, creating an excel worksheet, working with Excel worksheet (formulas, Data filtering, Data sorting, Using ranges, Data validation, Using styles, Using themes, Using templates, Using macros). Working with Graphics and Formatting: Add and delete graphics (Picture, Clip Art, Shapes, Smart Art and Word Art)</p>
	Unit-2	<p>(Formatting a Worksheet, Charts and other Controls) Formatting a Worksheet (Adjusting margins, Page orientation, Setting header and footer, Inserting page breaks, Setting background, Freeze panes), Conditional formatting, Format cell (Format Number, Alignment, Font, Border, Fill), Text Decoration. Charts and other Controls: Working with Charts (Create, manipulation), Zoom in Out, Special Symbols, Comments (insert, view, Edit, delete, previous and next comment, show comment), Adding Textbox, Undo Changes.</p>
Unit-3	<p>(LOOKUP Formula and Printing, translating and Workbook security) Basic fundamental of VLOOKUP and HLOOKUP with example.</p>	



		Printing, translating and Workbook security: Printing worksheets, Translate worksheet, Email workbooks, Workbook security (protect worksheet, protect workbook).
	Unit-4	(Data Table and Pivot Table) Working with Data tables, Pivot tables and its uses, Keyboard shortcuts: Working with Basic shortcuts in MS-Excel
Block-3	MS-Power Point	
	Unit-1	(Starting MS Power point) Introduction: Basics of MS-PowerPoint, Tools (File tabs, Home, Insert, Design, Transition, Animation, Slide show, Review, View, Format) Working with textboxes and slides: Working with Textboxes, Working with Slides, working with slide notes, working with slide bar, working with sections, working with outlines.
	Unit-2	(Features of Power Point) Features of Power Point: Presentation views, setting presentation background, Cut and Paste Operations, Copy and Paste Operations, Edit PowerPoint Presentation, Content Translation, Set Language Type, Duplicating Content, Special Characters, Slides Zoom in-out, Font Management and Text Decoration, Paragraph Indentation, Set line spacing, Borders and Shading, Using slide master to create design template, Manage a picture on a slide, Working with shapes on a slide, Adding audio and video to a slide, Working with charts on a slide Sharing a Presentation: Convert PowerPoint to PDF, Convert PowerPoint to Video, Create an Image from PowerPoint, Print a PowerPoint, Broadcast PowerPoint presentation.
Block-4	Internet and Webpage Design	
	Unit-1	(Internet) Introduction, Requirement for Internet: Hardware Requirements, Software Requirements, Evolution of Internet, Tasks performed by Internet, Working on Internet, Internet Connections, Dial up connection, Leased line connection, DSL Connection, Cable Modem Connection, VSAT connection, Internet Service Provider (ISP), WWW and its Evolution, Searching & Surfing, Search Engine, Web Browser, Client – Server Architecture
	Unit-2	(Webpage Design) Introduction of HTML, Definition, History, Version, Characteristics of HTML, Browser Editors, HTML documents, HTML Tags, Structure of HTML, Writing my first HTML Page, Basic tags used in HTML, Elements In HTML, Attributes In HTML, Formatting In HTML, Meta Tags and their use, Commenting a HTML Code, Images and incorporating images, working with Tables, Working with Lists, Working with hyperlinks, Working with Block elements.



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Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

		<p>Background images, colored text and colored background, Working with fonts (Various fonts, size, color), Form designing and Form Management.</p> <p>Using Multimedia inside HTML: Music with audio and video, Marquee Tag, Headers, Working with Layouts, Role of Tags in Html, Attributes in Html.</p> <p>Event Handling: Windows event, Form Element Events, Keyboard Events, Mouse Events, Mime Media Types.</p>
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