

Paper-II: ICT

- 1. Word Processing:** Word features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard shortcut, Editing, Previewing, Printing and Formatting a Document, Advanced Features of MS Word, Find and replace, using the source, using Auto-Multiple Functions, Mail Merge, Handling Graphics, tables and Charts, Covering word Documentation various Formats like-text ,Rich Text format, Word Perfect, HTML, PDF etc.
- 2. Worksheet:** Excel: Worksheet Basics, Working with single and multiple workbook, working with formula & cell referencing, Auto sum, Copying formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing and printing Worksheet, Graphs and charts, Database, Creating and using Macros, Multiple Worksheets-concepts, Creating and using, data analysis and display.
- 3. Presentation:** PowerPoint, Creating Slide show with animations. Auto Wizard, Creating a Blank presentation, auto layout, Screen layout and views, insert a new slide, applying design template, changing slide layout, recording and hiding a slide4s, slide show and editing custom slide, resizing a text box, Text Box Properties, Delete text Box, Bulleted Lists, number ED lists, adding notes, video and audio, Adding text editing options, Formatting text, Replace fonts, Line spacing, change case spelling check, color schemes, Adding clip art, Adding an image form a file, Editing graphic, Auto Shapes, Word Art, backgrounds, Action Buttons, Slide Animation, Preview Slide transactions, Slide Show options, Slide Master, Header and Footer, Slide Numbers, Date and Time.
- 4. Education and Research Resource son Net:** Encyclopedia, Wikipedia, On-Line Tutorials and lectures, Virtual labs, Open Course-wares, Electronic Journals, E-Books, Digital Libraries, Searching research Information.
- 5. Professional Written Communication:** Students prepare E-mails, Letters, memos, proposals, formal and informal reports.

6. Oral Communication: Impromptu and Extemporaneous methods of delivery. Oral Presentations using usual aids such as handouts, overhead transparencies and presentation software such as Power Point.