



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

**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**

<b>Unit – 1</b>	<b>Working with Microsoft Word</b>	<b>Hours: 15</b>
	<p><b>Create and Navigate Through Document</b></p> <ul style="list-style-type: none"> <li>▪ Create a blank document</li> <li>▪ Create a blank document using a template</li> <li>▪ Insert hyperlinks</li> <li>▪ Create bookmarks</li> <li>▪ Move a specific location or object in a document</li> </ul> <p><b>Format a Document</b></p> <ul style="list-style-type: none"> <li>▪ Modify page setup</li> <li>▪ Apply document themes</li> <li>▪ Apply document style sets</li> <li>▪ Insert headers and footers</li> <li>▪ Insert page numbers</li> <li>▪ Format page background elements</li> <li>▪ Use of Bullets and Numbers</li> <li>▪ Spelling and Grammar Checker</li> </ul> <p><b>Insert and Format Text and Paragraphs</b></p> <ul style="list-style-type: none"> <li>▪ Find and replace text</li> <li>▪ Cut, Copy and Paste text</li> <li>▪ Apply font formatting</li> <li>▪ Apply formatting by using format pointer</li> <li>▪ Set line spacing and indentation</li> <li>▪ Insert shape, graphics, Watermark</li> </ul> <p><b>Create Table</b></p> <ul style="list-style-type: none"> <li>▪ Create a Table</li> </ul>	



	<ul style="list-style-type: none"><li>▪ Convert text to tables and tables to text</li><li>▪ Create a table by specifying rows and columns</li><li>▪ Apply table styles</li></ul> <p><b>Mail Merge</b></p> <ul style="list-style-type: none"><li>▪ Create a Mail Merge</li><li>▪ Manage recipient list</li><li>▪ Insert merge fields</li><li>▪ Preview merge result</li></ul>
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Unit – 2	<b>Working with Power-point - I</b>	Hours: 15
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	<p><b>Create and Navigate Through Power-point</b></p> <ul style="list-style-type: none"><li>▪ Create a blank presentation</li><li>▪ Create a blank presentation using a template</li><li>▪ Adding, Deleting and rearranging slides</li></ul> <p><b>Create Themes and Use of Transitions, Animation</b></p> <ul style="list-style-type: none"><li>▪ Create a theme for presentation</li><li>▪ Use specific theme for presentation</li><li>▪ Using transitions, Setting up slide timing</li><li>▪ Use of animation and apply to slide / presentation</li></ul> <p><b>Different Presentation Views</b></p> <ul style="list-style-type: none"><li>▪ Setting up and using presenter view</li><li>▪ Use of Outline view</li><li>▪ Usage of Slide sorter and notes pages</li><li>▪ Use of slide narration</li><li>▪ Setup slide show of presentation (From Beginning and From Current slide)</li></ul> <p><b>Formatting Presentation</b></p> <ul style="list-style-type: none"><li>▪ Use of Header-Footer</li><li>▪ Use of WordArt</li><li>▪ Adding SmartArt to presentation</li><li>▪ Inserting Tables to presentation</li><li>▪ Inserting pictures, clip-arts, shapes to presentation</li><li>▪ Insert movies or sounds to play automatically / on mouse click</li><li>▪ Insert, edit, remove a hyperlink</li></ul>
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Unit – 3	<b>Working with Power-point - II</b>
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	<p><b>Managing Presentations</b></p> <ul style="list-style-type: none"><li>▪ Custom Shows<ul style="list-style-type: none"><li>- Create, show a named custom slide show</li></ul></li><li>▪ Slide show settings<ul style="list-style-type: none"><li>- Copy, edit, delete a custom slide show</li><li>- Apply timing to, remove timings from slide transitions</li><li>- Apply settings to a slide show so that it loops continuously when played / does not loop continuously when played.</li><li>- Apply settings so that slides advance manually, advance using timings if present</li></ul></li></ul>
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|  | <ul style="list-style-type: none"><li>- Apply settings so that slide show is presented with animation, without animation<ul style="list-style-type: none"><li>▪ Slide show control</li></ul></li><li>- Add, erase pen annotations during a slide show</li></ul> <p>Display black, white screen during a slide show. Pause, restart, end a slide show</p> |
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**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