

Course Code	Course Name	Hours per Week			Total	Total
		L	T	P	Hrs.	Credits
EN3ES07	Documentation and Presentation	0	0	2	2	1

1. Introduction to Windows based documentation software

- a) File handling in Windows environment.
- b) Analysis of applicability and suitability of tools like MS Word in document preparation.
- c) To study features like opening word, page layout, format options, document naming, setting for automatic save, spell and grammar check, tabulation, print preview, final save and print in MS word.
- d) Writing technical letters and reports.

2. Introduction to Windows based database management software

- a) Analysis of applicability and suitability of MS Excel in database management.
- b) Construction of worksheet and inserting data in MS Excel
- c) Use of mathematical formulas and functions in MS Excel.
- d) Presentation in the form of charts and graphs in MS Excel.

3. Introduction to Windows based presentation software

- a) Analysis of applicability and suitability of MS Power Point as presentation software.
- b) Creating, Opening and Saving Presentation in Power point.
- c) Study of different Views in power point.
- d) Working with Slides, Adding and Formatting Text, Making Notes, Pages and Handouts.
- e) Designing Slides show, Running and controlling presentation,
- f) Printing Presentations.
- g) Use of Multimedia in Presentation: Meaning, Graphics, Animation, Audio Images, Video Survey and Text.

4. Introduction to documentation on Ubuntu

- a) Introduction to Libra Office
- b) Text formatting using Libra Office (Writer).
- c) Spread sheets in Libra Office (Calc).
- d) Presentation in Libra Office (Impress).
- e) Comparison and compatibility with MS office

Text Books:

1. G.B. Shelly, T.J. Cashman, M.E. Vermaat, Microsoft Office word 2007: Complete Concepts and Techniques, Cengage Learning Inc.
2. C. Skintik ,Learning Microsoft Power point 2007, Pearson Education.
3. LibreOffice 4.2 User Guide, Available at: <https://www.libreoffice.org/get-help/documentation/>