



ST. THOMAS COLLEGE PALAI

UGC Approved College with Potential for Excellence

Reaccredited by NAAC with A Grade (CGPA 3.30)

Syllabus for Vocational Education and Training (VET) Course

MS – Excel Spreadsheet Package

Course Code	:	STCVE014
Course Coordinator	:	Jomy Joseph In-Charge Computer Centre
Maximum intake	:	50
Eligibility	:	<i>Any regular UG or PG student of the College</i>

Objective:

(1) To provide students a hands on experience in processing data in MS Excel

Module 1 Introduction:

Working with cell and cell addresses, moving, cutting, copying with paste, inserting and deleting cells

Module 2 Formatting:

Adding deleting and copying worksheet within a workbook, cell formatting options, changing row/column/height/width, Formatting a worksheet automatically

Module 3 Printing:

Using print preview, Preparing worksheet for the printer, selecting print area.

Theory: **20%** & Practical: **80%**