



Indraprastha College for Women

University of Delhi

Course Name:	B.A.(Prog.)
Paper Title:	Basic IT Tools
Unique Paper Code:	2346000005
Semester:	I
Faculty(s):	Dr. Manju Sharma
Year:	2026-27

Work Plan			
Period	Unit No.	Learning Objective	Topics to be Covered
1	I	Introduction to Spreadsheets	-
2,3,4,	I	Introduction to Spreadsheets	Spreadsheets: Concept of worksheets and workbooks, creating, opening, closing and saving workbooks, moving, copying, inserting, deleting and renaming worksheets, working with multiple worksheets and multiple workbooks, controlling worksheet views, naming cells using name box, name create and name define.
5,6,7,8	I	Introduction to Spreadsheets	Exchanging data using clipboard, object linking and embedding; Printing and Protecting worksheets: Adjusting margins, creating headers and footers, setting page breaks, changing orientation, creating portable

			documents and printing data and formulae;
9,10,11,12	I	Introduction to Spreadsheets	Implementing file level security and protecting data within the worksheet; Understanding absolute, relative and mixed referencing in formulas, referencing cells in other worksheets and workbooks, correcting common formula errors,.
13,14,15,16	I	. Introduction to Spreadsheets	Working with inbuilt function categories like mathematical, statistical, text, lookup, information, logical, database, date and time and basic financial functions
1,2,3,4	II	Data Analysis in Spreadsheets	Consolidating worksheets and workbooks using formulae and data consolidate command.
5,6,7,8	II	Data Analysis in Spreadsheets	Choosing a chart type, understanding data points and data series, editing and formatting chart elements, and creating sparkline graphics,
9,10,11,12	II	Data Analysis in Spreadsheets	Analysing data using pivot tables: Creating, formatting and modifying a pivot table, sorting, filtering and grouping items, creating calculated field and calculated item, creating pivot table charts, producing a report with pivot tables. Introduction to recording and execution of macros
13,14,15,16	II	Data Analysis in Spreadsheets	creating pivot table charts, producing a report with pivot tables. Introduction to recording and execution of macros
1,2,3,4	III	Word Processing	Introduction: Creating and saving your document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders; Page setup and sections: Setting page margins, orientation, headers and footers, end notes and foot notes, creating section breaks and page borders;
5,6,7,8	III	Word Processing	Working with tables: Creating tables, modifying table layout and design, sorting, inserting graphics in a table, table math,

			converting text to table and vice versa; Create newspaper columns, indexes and table of contents, Spell check your document using inbuilt
9,10,11,12	III	Word Processing	Checking grammar and style , using thesaurus and finding and replacing text; Create bookmarks, captions and cross referencing, adding hyperlinks, adding sources and compiling and bibliography; Mail merge: Creating and editing your main document and data source, sorting and filtering merged documents and using merge instructions like ask, fill-in and if-then-else; Linking and embedding to keep things together.
1,2,3,4	IV	Database	Introduction to Database Development: Database Terminology, Objects, Creating Tables, working with fields, understanding Data types, Changing table design, Assigning Field Properties, Setting Primary Keys, using field validation and record validation rules.
MID SEMESTER BREAK			
5,6,7,8	IV	Database	Indexing, working with multiple tables, Relationships & Integrity Rules, Join Properties, Record manipulation, Sorting & Filtering; Select data with queries: Creating Query by design & by wizard (Select, Make Table, Append, Delete, Cross Tab, Update, Parameterized Query,
9,10,11,12	IV	Database	Find Duplicate and Find Unmatched), Creating multi table queries, creating & working with table joins. Using operators & expressions: Creating simple & advance criteria; Working with forms: Creating Basic forms, working with bound, unbound and calculated controls, understanding property sheet.
13,14,15,16	IV	Database	Working with Data on Forms: Changing Layout, creating Sub Forms, creating list box, combo

			box and option groups; Working with Reports: Creating Basic Reports, Creating Header & Footer, Placing Controls on reports, sorting & grouping, Creating Sub reports
Revision			
DISPERSAL OF CLASSES			

Unit	TOPICS
I	Introduction to Spreadsheets Spreadsheets: Concept of worksheets and workbooks, creating, opening, closing and saving workbooks, moving, copying, inserting, deleting and renaming worksheets, working with multiple worksheets and multiple workbooks, controlling worksheet views, naming cells using name box, name create and name define; Exchanging data using clipboard, object linking and embedding; Printing and Protecting worksheets: Adjusting margins, creating headers and footers, setting page breaks, changing orientation, creating portable documents and printing data and formulae; Implementing file level security and protecting data within the worksheet; Understanding absolute, relative and mixed referencing in formulas, referencing cells in other worksheets and workbooks, correcting common formula errors, working with inbuilt function categories like mathematical, statistical, text, lookup, information, logical, database, date and time and basic financial functions
II	Data Analysis in Spreadsheets Consolidating worksheets and workbooks using formulae and data consolidate command; Choosing a chart type, understanding data points and data series, editing and formatting chart elements, and creating sparkline graphics, Analysing data using pivot tables: Creating, formatting and modifying a pivot table, sorting, filtering and grouping items, creating calculated field and calculated item, creating pivot table charts, producing a report with pivot tables. Introduction to recording and execution of macros.
III	Word Processing Introduction: Creating and saving your document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders; Page setup and sections: Setting page margins, orientation, headers and footers, end notes and foot notes, creating section breaks and page borders; Working with tables: Creating tables, modifying table layout and design, sorting, inserting graphics in a table, table math, converting text to table and vice versa; Create newspaper columns, indexes and table of contents, Spell check your document using inbuilt and custom dictionaries, checking grammar and style , using thesaurus and finding and replacing text; Create bookmarks, captions and cross referencing, adding hyperlinks, adding sources and compiling and bibliography; Mail merge: Creating and editing your main document and data source, sorting and filtering merged documents and using merge instructions like ask, fill-in and if-then-else; Linking and embedding to keep things together.

IV	Databases Introduction to Database Development: Database Terminology, Objects, Creating Tables, working with fields, understanding Data types, Changing table design, Assigning Field Properties, Setting Primary Keys, using field validation and record validation rules, Indexing, working with multiple tables, Relationships & Integrity Rules, Join Properties, Record manipulation, Sorting & Filtering; Select data with queries: Creating Query by design & by wizard (Select, Make Table, Append, Delete, Cross Tab, Update, Parameterized Query, Find Duplicate and Find Unmatched), Creating multi table queries, creating & working with table joins. Using operators & expressions: Creating simple & advance criteria; Working with forms: Creating Basic forms, working with bound, unbound and calculated controls, understanding property sheet, Working with Data on Forms: Changing Layout, creating Sub Forms, creating list box, combo box and option groups; Working with Reports: Creating Basic Reports, Creating Header & Footer, Placing Controls on reports, sorting & grouping, Creating Sub reports.
S. No.	Name of Authors/Books/Publishers
1.	Essential/recommended readings Swinford, E., Dodge, M., Couch, A., Melton, B. A. (2013). Microsoft Office Professional 2013. United States: O'Reilly Media.
2.	Wang, W. (2018). Office 2019 For Dummies. United States: Wiley. Microsoft
3.	Lambert, J. (2019). Microsoft Word 2019 Step by Step. United States: Pearson Education.