



# Indraprastha College for Women

## University of Delhi

Course Name:	B.Sc (H) Mathematics
Paper Title:	Document preparation and presentation software
Unique Paper Code:	
Semester:	5
Faculty(s):	Dr. Suman
Year:	2024

<b>Work Plan</b>			
Period	Unit No.	Learning Objective	Topics to be Covered
1 <sup>st</sup> Aug -3 <sup>rd</sup> Aug	I	Create a text document using LaTeX using a standard template	Create a LaTeX/ LibreOffice document having several paragraphs, including comments in LaTeX. Organize content into sections, including preface/abstract. Using the article and book class of LaTeX. Handling errors
5 <sup>th</sup> Aug-10 <sup>th</sup> Aug	II	Create a text document using LaTeX using a standard template	Loading and using packages, setting margins, header and footer, and page orientation. Organizing the document into multiple columns
12 <sup>th</sup> Aug-17 <sup>th</sup> Aug	II	Create a text document using LaTeX using a standard template	Loading and using packages, setting margins, header and footer, and page orientation. Organizing the document into multiple columns
19 <sup>th</sup> Aug-24 <sup>th</sup> Aug	III	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Formatting text (styles, size, alignment) .Adding colours to a block of text/ page
26 <sup>th</sup> Aug-31 <sup>st</sup> Aug	III	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Adding ordered and unordered lists. Inserting mathematical expressions – subscripts, superscripts, fractions, binomials, aligning equations, operators, Greek and mathematical symbols, and mathematical fonts
2 <sup>nd</sup> Sep-7 <sup>th</sup> Sep	III	Incorporate well-formatted mathematical equations,	Create basic tables .Adding different types of borders to a

		algorithms, figures, tables and references in a document	table. Merging rows and columns
9 <sup>th</sup> Sep-14 <sup>th</sup> Sep	IV	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Create basic tables .Adding different types of borders to a table .Merging rows and columns
16 <sup>th</sup> Sep-21 <sup>st</sup> Sep	IV	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Splitting tables across multiple pages. Incorporating figures and subfigures, explore different properties like rotation and scaling.
23 <sup>rd</sup> Sep-28 <sup>th</sup> Sep	IV	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Splitting tables across multiple pages. Incorporating figures and subfigures, explore different properties like rotation and scaling.
30 <sup>th</sup> Sep-5 <sup>th</sup> Oct	V	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Incorporating algorithms, body typesetting, organizing algorithms across multiple pages
7 <sup>th</sup> Oct-12 <sup>th</sup> Oct	V	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Incorporating algorithms, body typesetting, organizing algorithms across multiple pages
14 <sup>th</sup> Oct-19 <sup>th</sup> Oct	V	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Incorporating equations, indentation, and captioning
21 <sup>st</sup> Oct-26 <sup>th</sup> Oct	VI	Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document	Insert captions, labels, and references . Incorporate cross-referencing (refer to sections, table, and images)
28 <sup>th</sup> Oct-2 <sup>nd</sup> Nov			MID SEMESTER BREAK
4 <sup>th</sup> Nov-9 <sup>th</sup> Nov	VI	To make a presentation using LaTeX, LibreOffice	Incorporate a bibliography. Create a back index
11 <sup>th</sup> Nov-16 <sup>th</sup> Nov	VII	To make a presentation using LaTeX, LibreOffice	Create a slideshow . Incorporate logo . Highlight important points . Create a title page
18 <sup>th</sup> Nov-23 <sup>rd</sup> Nov	VII	To make a presentation using LaTeX, LibreOffice	Make a table of contents . Incorporate special effects in a slideshow
25 <sup>th</sup> Nov-27 <sup>th</sup> Nov			Revision
28 <sup>th</sup> Nov			DISBERSAL OF CLASSES

Unit	TOPICS
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I	Create a LaTeX/ LibreOffice document having several paragraphs, including comments in LaTeX.. Organize content into sections, including preface/abstract. Using the article and book class of LaTeX. Handling errors.
II	Unit 2: Styling Pages 1. Loading and using packages, setting margins, header and footer, and page orientation. 2. Organizing the document into multiple columns
III	Formatting text (styles, size, alignment) 2. Adding colours to a block of text/ page 3. Adding ordered and unordered lists 4. Inserting mathematical expressions – subscripts, superscripts, fractions, binomials, aligning equations, operators, Greek and mathematical symbols, and mathematical fonts
IV	Unit 4: Tables and Figures 1. Create basic tables 2. Adding different types of borders to a table 3. Merging rows and columns 4. Splitting tables across multiple pages. 5. Incorporating figures and subfigures, explore different properties like rotation and scaling
V	Incorporating algorithms, body typesetting, organizing algorithms across multiple pages. 2. Incorporating equations, indentation, and captioning
VI	Unit 6: Referencing and Indexing 1. Insert captions, labels, and references 2. Incorporate cross-referencing (refer to sections, table, and images) 3. Incorporate a bibliography 4. Create a back index
VII	Create a slideshow 2. Incorporate logo 3. Highlight important points 4. Create a title page 5. Make a table of contents 6. Incorporate special effects in a slideshow
<b>S. No.</b>	<b>Name of Authors/Books/Publishers</b>
1.	<b>Bindner, Donald &amp; Erickson, Martin.</b> A Student’s Guide to the Study, Practice, and Tools of Modern Mathematics. CRC Press, Taylor & Francis Group, LLC.
2.	<b>Lamport, Leslie.</b> LaTeX: A Document Preparation System, User’s Guide and Reference Manual (2nd ed.). Pearson Education. Indian Reprint.
3.	<b>Dongen, M. R. C. van.</b> LaTeX and Friends. Springer-Verlag.
4.	<b>Robbins, J. N.</b> Learning Web Design: A Beginner’s Guide to HTML (5th ed.). O’Reilly Media Inc.