Department of Mathematics
Faculty of Sciences, Jamia Millia Islamia

Value Added Papers in Mathematics
(2024-25)
Course Structure and Syllabus Under NEP

Semester	Code	Title of the Paper	Credits
II	24MATV151	Word Processing and Spreadsheets	2

24MATV151	Word Processing and Spreadsheets
Unit-I	Introduction to word processing: working with text, formatting text, formatting pages; Inserting table, shapes, mathematical equations, header, footer, and page number; Bookmark, citation and cross referencing; Use of mail merge; Tracking changes to a document; Linking to another part of a document; Creating a new presentation; Formatting a presentation; Design, transition and animation in presentation; Setting up a Slide Show.
Unit-II	Creating a spreadsheet, Formatting spreadsheet; Navigating within Spreadsheets; Working with columns and rows, Hiding and unhiding sheets; Conditional formatting in tables, sort and filter; Using Formulas and Functions; Importing data from text, CSV file, web and tables, Analyzing Data, Creating a Chart.

Books Recommended

1. Gerard Morgan, Séamus O'Neill, *Essential Computer Applications Data-bases, Spreadsheets, and Word-processing,* Gill and Macmillan Publishers, 1991.
2. Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, Carolyn E. McLellan, *Go! with Microsoft Office 2010,* Pearson Education, Limited, 2010.
3. Dinesh Maidasani, *Learning Computer Fundamentals, MS Office and Internet & Web Tech*, Laxmi Publications, 2005.
4. Bonita Sebastian, *Microsoft Office 98: Step by Step Macintosh Edition: Word Processing with Word, Presentations with PowerPoint, Spreadsheets with Excel,* Computer Literacy Press, 1998.