

SEMESTER I
MSW- SI-06 - SKILL LAB – I

**2014-15
to
2018-19**

Max Marks: 50

Credits: 2

Course Content:

Unit 1: Understanding Self

- a. Concept of Self and Making of Self
- b. Understanding Beliefs and their expression in relation to others
- c. Challenging Self
- d. Managing Emotions

Unit 2: Communication Skills

- a. Concept, Types and Methods of Communication
- b. Relationship Building through Media (Theatre, Art, Music, Group Games)
- c. Dynamics of Communication
- d. Recording Skills, Listening Skills, Verbal and Non Verbal Skills, Interviewing Skills

SEMESTER III
MSW-SIII-19 SKILL LAB – III

Max Marks: 50

Credits: 2

Course Content:

Unit 1: Computer Application

- a. MS Office (MS Word, MS PPT, MS Excel)
- b. Data Processing and Analysis
- c. SPSS
- d. Software for Qualitative Research

Unit 2: Project Management

- a. Writing Project or Grant Proposal
- b. Budgeting for Projects
- c. Project Monitoring and Evaluation
- d. Training HR: Need Assessment, Designing & Evaluation

Syllabus for Computer Basics
MA (SOCIAL WORK) Semester- II (NON CREDITED)
Department of Social Work
Jamia Millia Islamia

MS-Office (Excel)

Session 1: Introduction

- Interface
- Tabs and Ribbons
- Document Windows
- Navigation Tips
- Office Button and Save

Session 2: Entering, Editing and Formatting Data

- Introduction
- Entering Data
- Fonts, Fills, and Alignment
- Cut, Copy, and Paste
- Paste Special
- Undo and Redo
- Moving, Finding, and Replacing a Value
- Cell Styles
- Comments

Session 3: Formatting Numbers

- Introduction
- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats

Session 4: Managing Worksheets

- Introduction
- Naming and Moving Worksheets
- Copying Worksheets
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets

- Moving, Copying, Deleting and Hiding Grouped Worksheets

Session 5: Modifying Rows and Columns

- Introduction
- Inserting and Deleting Columns and Rows
- Inserting & Deleting Cells
- Inserting Multiple Columns & Rows
- Modifying Cell Width and Height
- Hiding and Un-hiding Rows and Columns

Session 6: Understanding Formulas

- Introduction
- Using Operations
- Creating Formulas
- AutoSum
- Common Formulas
- Searching for Formulas
- Copying Formulas
- Using Relative and Absolute References

Session 7: Changing Views

- Introduction
- Workbook Views
- Show/Hide
- Zoom Features
- Freeze Panes
- Split Windows
- Viewing Multiple Windows
- Minimize The Ribbon
- Worksheet Backgrounds
- Watermarks

Session 8: AutoFill and Custom Lists

Saeed Ahmad
04/09/2019

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MA (SOCIAL WORK) Semester- II (NON CREDITED)
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- Introduction
- AutoFill a Series
- AutoFill Non-Adjacent Cells
- AutoFill on Multiple Sheets
- Creating Custom Lists
- Series Formatting

Session 9: Conditional Formatting

- Introduction
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule

Session 10: Tables

- Introduction
- Insert a Table and Style Options
- Add Rows and Columns
- Perform a Function in a Table
- Summaries With Pivot Table

Session 11: Data Tools

- Introduction
- Data Validation
- Drop-Down Lists
- Removing Duplicates
- Text To Columns
- Goal Seek
- Scenario Manager

Session 12: Referencing Formulas

- Introduction
- Multiple Sheet References
- Consolidating Data - With or Without Links
- Trace the Precedents and Dependents

- Using the Watch Window

Session 13: Ranges and Dates

- Introduction
- Cell Names
- Named Ranges
- Formulas with Cell Names
- Date Formulas

Session 14: Lookups

- Introduction
- VLOOKUP
- VLOOKUP Exact Match/ Approximate Match
- HLOOKUP
- HLOOKUP Exact Match/ Approximate Match

Session 15: Conditional Logic

- Introduction
- IF Statement
- Nested IF
- AND
- OR
- NOT
- IFERROR
- SUMIF
- AVERAGEIF
- COUNTIF & COUNTIFS
- SUMIFS
- AVERAGEIFS

Session 16: Text Formulas

- Introduction
- Case Formulas
- Fix Number Fields
- Trim Spaces

Fareez Ahmad

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- Substitute Text

Session 17: Introduction to Charts

- Introduction
- Chart Types
- Instant Chart
- Update Chart
- Column Chart
- Picture Fill
- Adjust Chart Size
- Line Chart
- Scatter Chart

Session 18: Formatting Charts

- Introduction
- Chart Styles
- Chart Layouts
- Add Labels
- Axis Options
- Chart Title
- Legends
- Data Labels

Session 19: Adding Graphics to Spreadsheets

- Introduction
- Insert Pictures
- Modifying Pictures
- Insert Shapes
- Insert SmartArt
- Apply Themes
- Arrange

Session 20: Outline, Sort, Filter, and Subtotal

- Introduction
- Group and Ungroup

- Sort Data
- Sort Multiple Levels
- Filter Data
- Advanced Filter
- Conditional Sorting and Filtering
- Sorting with Custom Lists
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- Choosing Fields
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Session 22: Protecting Data

- Introduction
- Workbook Passwords
- Protecting Workbooks
- Unlocking Cells

Session 23: Collaboration

- Introduction
- Document Properties
- Inserting Hyperlinks
- Sharing a Workbook
- Track Changes
- Accept/Reject Changes
- Mark as Final

Session 24: Printing

- Introduction
- Page Orientation
- Page Breaks
- Print Area

Karim Ahmed

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- Margins
- Print Titles
- Headers and Footers
- Scaling
- Sheet Options

Session 25: Saving a Workbook

- Introduction
- Save As Previous Version
- Auto Recover Save Options
- Templates
- Save As PDF
- Save As Web Page
- Macro-Enabled Workbook

Session 26: Macros

- Introduction and Macro Security
- Recording a Macro
- Assign a Macro to a Button or Shape
- Run a Macro upon Opening a Workbook
- How to Inspect and Modify a Macro

MS-Office (Word)

Session 27:

- Indents & Tabs
- Creating and inserting Headers & Footers
- Track changes & comments
- Inspecting & protecting documents
- Working with Themes and Styles
- Customize options and views for documents

Session 28:

- Working with Page Layouts
- Create & Modify List
- Create and manage reference markers
- Create and manage simple references
- Working with Page Breaks/Section Breaks/Hyphenation

MS-Office (Power Point)

Session 29:

- Creating master slides and use of templates
- Insert and format text, shapes and images
- Insert tables, charts, SmartArt and media
- Apply transitions and animations
- Manage multiple presentations

Session 30: Create presentations using tables and pie charts

- Add a table to a presentation
- Add or delete table rows, columns, or cells
- Move and size a table
- Modify a table
- Insert a section header
- Create and modify pie charts

Prof. Ahmad

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MS-EXCEL

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Fauz Ahmad
09/09/2019

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- Margins
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Fauz Ahmed

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AliyAhmed
04/09/2019

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- Line Chart
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Fazal Ahmad

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Fareq Ahmed