SEMESTER-II

COURSE 4: OFFICE AUTOMATION TOOLS

Theory   Credits: 3   3 hrs/week

Course Objectives:

The objective of this paper is to help students to acquire knowledge on the environment of GUI in Ms-Word and its features. To introduce the fundamentals concepts of using Ms-Word and its features to make it more useful and provide hands on use of Word, Excel and PowerPoint.

Learning Outcomes:

The students will be able:

Understand concept of Word Processor and use its features. To use the advanced features of Ms-Word to make day to day usage easier. To work comfortably with Ms-Excel Environment. To create work sheets and user advanced feature of Excel. To create make presentations and inserting multimedia in them.

Unit 1:   Introduction to MS Office & MS Word: MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying &moving data, Formatting characters, changing cases, Paragraph formatting ,Indents, Drop Caps ,Using format painter, Page formatting, Header & footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command, proofing text (Spell-check, Auto correct),

 Case Study:
 1. Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
 2. Create a document to share your experience of your recent vacation with family.

Unit 2: MS Word Advanced features: Difference between Wizard and Template - Customize the Quick Access Tool Bar – Macros: Purpose – Creating Macro – Using Macro – Storing Macro - ,Inserting pictures: From Computer, Online Pictures – Insert 3d Models - Insert Shapes – Insert Text Box – Insert Equation, Hyperlinks, Tables Insert tables Mail merging, Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

Case Study:
 1. Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.
 2. Create a document to create Time Table of you class using tables.

Unit 3: Introduction to MS Excel & Its features: MS-Excel: Excel Features, Spreadsheets, workbooks, creating, saving & editinga workbook, Renaming sheet, cell entries (numbers, labels, and formulas), spell check ,find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort, Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM,AVERAGE,COUNT, MAX,MIN, IF),

Case Study:
1. Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.

Unit 4: Ms-Excel Advanced Features: Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu

Case Study:

1. Prepare a chart with height and weights of you class mates in atleast 3 types of charts.
2. Demonstrate the use of Filter with the attendance data of your class.

Unit 5: Ms-PowerPoint and its Applications: MS-Power Point: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout ,using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding cliparts and auto shapes. Various presentation, Working in slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides.

Case Study:

1. Prepare a presentation with your achievements and experiences in College.

Text Books:
1. Computer Fundamentals–Pradeep.K.Sinha:BPBPublications.
2. Fundamentals of Computers -ReemaThareja, Oxford University Press India

Reference Books:
1. Fundamentals of Computer – V . Rajaraman, Printice Hell of India.
2. Introduction to Computers–Peter Norton McGraw-Hill.