

## Course: 105 : Office Automation Tools

Course Code	105
Course Title	Office Automation Tools
Credit	4
Teaching per Week	4 Hrs
Minimum weeks per Semester	15 (Including class work, examination, preparation etc.)
Review / Revision	June 2014
Purpose of Course	Use of modern office equipment in business or any office is intended to facilitate faster processing and delivery of information, accurate analysis of facts and figures, higher efficiency and productivity, and elimination of fatigue arising from performing repetitive jobs manually. Office Automation Tools help in Word processing, Worksheet and presentation
Course Objective	To make students understand and learn various Office Automation Tools like MS Word, MS Excel & MS PowerPoint.
Pre-requisite	Basic Knowledge of Computers
Course outcome	The students will be able to use various Office Automation Tools like MS Word, MS Excel & MS PowerPoint.
Course Content	<p><b>Unit 1. Introduction</b></p> <ol style="list-style-type: none"> <li>1.1. Concept of Windows, Icon, Menu</li> <li>1.2. Desktop</li> <li>1.3. Creating Folders and Shortcuts</li> <li>1.4. Finding Files &amp; Folders</li> <li>1.5. Creating, Copying, Moving and Deleting files</li> <li>1.6. Windows Explorer</li> <li>1.7. Basic DOS Commands</li> </ol> <p><b>Unit 2. Word Processing Package</b></p> <ol style="list-style-type: none"> <li>2.1. Typing, Editing, Proofing &amp; reviewing</li> <li>2.2. Formatting text &amp; Paragraph</li> <li>2.3. Automatics Formatting and Styles</li> <li>2.4. Working with Tables</li> <li>2.5. Graphics and Frames</li> <li>2.6. Mail Merge</li> </ol> <p><b>Unit 3. Spreadsheet package</b></p> <ol style="list-style-type: none"> <li>3.1. Concept of worksheet</li> <li>3.2. Working &amp; Editing in Workbooks</li> <li>3.3. Creating Formats &amp; Links</li> <li>3.4. Protecting and Hiding data</li> <li>3.5. Built in Functions (Mathematical, Statistical, String &amp; Date)</li> <li>3.6. Formatting a Worksheet &amp; Creating graphics objects</li> <li>3.7. Creating Charts (Graphics), Formatting and analyzing data</li> <li>3.8. Organizing Data in a List (Data Management)</li> <li>3.9. Sharing &amp; Importing Data</li> <li>3.10. Printing</li> </ol> <p><b>Unit 4. Presentation Package</b></p> <ol style="list-style-type: none"> <li>4.1. Creating and Editing Slides</li> </ol>

	<p>4.2. Creating and Editing objects in the slide</p> <p>4.3. Animation</p> <p>4.4. Creating and Running Slide Show</p> <p>4.5. Templates</p> <p><b>Unit 5. Internet</b></p> <p>5.1. Concepts</p> <p>5.2. Working</p> <p>5.3. Mailing &amp; surfing tools</p>
Reference Books	<ol style="list-style-type: none"> <li>1. EXCEL 2007 Made Simple by Satish Jain, BPB</li> <li>2. Word 2007 by Rutkosky, BPB</li> <li>3. PowerPoint 2007 Made Simple by Satish Jain, BPB</li> <li>4. Mastering EXCEL 4 for Windows - Chester – BPB</li> <li>5. Microsoft Office Word 2007 Plain &amp; Simple, Joyce &amp; Moon, PHI</li> <li>6. Microsoft Office Excel 2007 Plain &amp; Simple, Frye, PHI</li> <li>7. Microsoft Office PowerPoint 2007 Plain &amp; Simple, Muir, PHI</li> <li>8. 2007 Microsoft Office System Plain &amp; Simple, Joyce &amp; Moon, PHI</li> <li>9. EXCEL 5 for Windows Quick &amp; Easy -Jones TECH</li> <li>10. Excel Functions &amp; formulas by Bernd Held, BPB</li> <li>11. Mastering Windows 2000 Cowat-BPB</li> <li>12. MS OFFICE 2007 - TRAINING GUIDE by Satish Jain, BPB</li> <li>13. Internet : An Introduction Cisiems – Tata Mac , D. Boody –BPB</li> <li>14. Internet 6 in 1 – Joe Krayuak &amp; Harbraken, PHI</li> <li>15. Internet access essential – Tittle &amp; M. Robbins, AP professional</li> <li>16. P C Software for Windows 2003 Made Simple, R K Taxali, TMH</li> </ol>
Teaching Methodology	Class Work, Discussion, Self Study, Seminars and/or Assignments
Evaluation Method	<p>30% Internal assessment.</p> <p>70% External assessment.</p>