

<b>Branch: BCA</b>	<b>Semester-I</b>
<b>Subject Code: 1105</b>	<b>Lecture: 02</b> <b>Credit: 02</b>
<b>Course Opted</b>	<b>Skill Enhancement -1</b>
<b>Subject Title</b>	<b>OFFICE AUTOMATION TOOLS</b>

**Course Objective:**

- To familiarize the students in preparation of documents and presentations with office automation tools, internet and internet tools.

**Course Outcomes:**

- On completion, the students would be able to make word documents, spreadsheets, power point presentations using the Microsoft suite of office tools.

<b>Module</b>	<b>Sr. No.</b>	<b>Topic and Details</b>	<b>No. of Lectures Assigned</b>	<b>Marks Weightage</b>
<b>UNIT-I</b>	1.	Operating Computer using GUI based OS, Communicating using the Internet, WWW & Web Browsers, Communication & Collaboration. Browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website. Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.	4	8
<b>UNIT-II</b>	2.	<b>Introduction to MS-WORD:</b> Applications and its Usages; Working with documents: Basics, starting Word, creating document, parts of Word window, mouse and keyboard operations, designing a document, opening, closing of document creating styles / tables / drawing tools / printing documents- selection, cut, copy, paste; Toolbars, operating on text; Printing, saving, Creating a template; Tables, borders, pictures, text box operations; Mail Merge, hyperlink, bookmark, cross-reference, Track changes, page layouts, Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering; Shortcut keys	7	14
<b>UNIT-III</b>	3.	<b>Introduction to MS EXCEL:-</b> Applications and its Usages; Working with spreadsheets: navigating, Excel toolbars and operations, Formatting; copying data between worksheets; entering formula, chart creation; data forms, Formatting Spreadsheets, Mathematical Formulas, Working with sheets – Sorting, Filtering, Validation, Consolidation, and Subtotal, Creating & Using Templates, Pivot Tables, Tracking Changes Functions in Excel ROUND( ), SQRT ( ), MAX( ), MIN( ), AVERAGE( ), COUNT( ), SUMIF( ), SUMIF( ), ABS( ), ROMAN( ), UPPER( ), LOWER( ), CELL( ), TODAY( ), NOW( ),	7	14

UNIT-IV	4.	<b>Introduction to MS POWER POINT:-</b> Working with Power Point Window, Standard Tool Bar, Formatting tool bar, Drawing tool Bar, Moving the Frame, Inserting Clip Art, Picture, Slide, Text Styling, Send to back, Entering data to graph, Organization Chart, Table, Design template, Master Slide, Animation Setting, Saving and Presentation , auto Content Wizard, Adding Effects to the Presentation- Setting Animation & transition effect. Printing Handouts, Generating Standalone Presentation viewer. <b>INTRODUCTION TO MS-ACCESS:-</b> Introduction, What is Database, Creating a New Database, Creating Tables, Working with Forms, Creating queries, running queries, Creating Reports, Types of Reports, Printing of documents, Importing data from other databases viz. MS Excel etc.	7	14
<b>TOTAL</b>			<b>25</b>	<b>50</b>

**Text Book:**

1. Computer fundamentals by P.K. Sinha, BPB Publications, 2004

**Reference Books:**

1. Computers today by Sanders, McGraw-Hill, 1988
2. W.Stallings “ Data and Computer Communication”, 7th Edition, Prentice Hall, 2004
3. Dr. S. B. Kishor, INFORMATION AND COMMUNICATION TECHNOLOGY, 3<sup>rd</sup> Ed. published by DAS GANU Prakashan, Nagpur on Sep. 2015. (1<sup>st</sup> Ed. July 2013, 2<sup>nd</sup> Ed. Sep. 2014)) (ISBN : 978-93-81660-73-7)