

Subject Code: 1ET4000110	Subject Title: Office Automation
Pre-Requisite	--

RATIONALE:

This course gives a practical introduction to the DOS and WINDOWS operating system. It makes the students proficient in the use of MS OFFICE packages namely WORD, EXCEL & POWER POINT

COURSE OBJECTIVE:

The course content should be taught and implemented with the aim to develop different types of skills so that students are able to acquire following objective:

Student will be familiar with different types of features of word, excel and power-point and utilize those features in office related works.

TEACHING AND EVALUATION SCHEME:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				Total (Marks)
Lecture	Tutorial	Practical	Credit	Theory		Practical		
				University Assessment	Continuous Assessment	University Assessment	Continuous assessment	
0	-	4	2	-	-	40	60	100

DETAILS OF COURSE CONTENTS:

SR. NO.	TOPICS	TOTAL HOURS
1	DOS 1.1 Introduction to DOS 6.22 and advanced versions 1.2 DOS basic controls 1.2.1 DIR, MD, RD, CD, COPY, REN, DEL, EDIT commands 1.3 Customizing with DOS 1.4 Computer fundamentals	06
2	WINDOWS 2.1 What is Windows? 2.2 Introduction to windows and Advanced Window Versions 2.3 Windows Basic Control 2.4 Working With Programs 2.5 Managing Files and Folders 2.6 Customizing With Windows 2.7 Accessories of Windows	08
3	OFFICE AND INTERNET 3.1 How Office Works Menu, Toolbars and more 3.2 Offices and Internet 3.3 Getting Help from the office assistant	06

4	WORD 4.1 Creating a New Office Document 4.2 Opening and Editing Documents 4.3 Making Documents Look Great 4.4 Fancy Word Tricks	12
5	EXCEL 5.1 Creating New Workbooks and Worksheets 5.2 Building a Better Worksheet 5.3 Making Your Worksheet Look Great 5.4 From Numbers to Pictures: All About Charts 5.5 Extra Special Excel Tricks 5.6 Making a Bill in Excel	12
6	POWERPOINT 6.1 Creating New Presentation 6.2 Making Great Looking Presentation 6.3 Showtime ! Presenting on Paper, In Person and on the Wave 6.4 Making on Organization Structure in Power Point	12

COURSE OUTCOME:

After Completion of this course the students will be able to :

1. Make documents, spreadsheets, small presentations and would be acquainted with internet.
2. Exhibit improved understanding of computer operations
3. Gain skills & knowledge to browse and get updated worldwide information.
4. Have learning skills & knowledge to work on simple projects laid on text and numerical data.
5. Gain practical exposure on spread sheet
6. Have practical skill on power point presentation
7. Gain practical knowledge on Internet

SUGGESTED LIST OF PRACTICALS:

1. Use of various DOS Commands
2. Identify various windows controls (menu, toolbar, icon, shortcut etc)
3. Use of internet in office related work
4. Create word documents, edit word documents and apply different attributes/properties on it.
5. Create spread sheets for various purposes and apply function/formulas in it.
6. Create power point presentations using different animation options for text, images, slides etc.
7. Combination of word and excel as database using mail-merge

LIST OF REFERENCES:

S.No.	Title of Books	Author	Publication
1	Open Office Basic: An Introduction	James Steinberg	Gold Turtle Publishing
2	Getting Started with OpenOffice (LibreOffice): The Free Replacement for	Rob Spahitz, Jack Dunning	Computer Edge E-Books
3	Microsoft Office 2003 Bible	Edward C Willett	Wiley Dreamtech

E-Learning Websites:

<https://www.tutorialspoint.com/>

<https://www.youtube.com/user/howtechoffice>

<https://www.openoffice.org/>

<https://www.libreoffice.org>