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|----------------------------------|-------------------------------------------------------------------------------|
| <b>Subject Code : 2CS1010102</b> | <b>Subject Title: Introduction to Office Packages and Operating Platforms</b> |
| <b>Pre-requisite :</b>           | -                                                                             |

**Course Objective:**

- The course aims to make the students familiar with various office automation tools for day to day office work which include documentation, data analysis and presentation.
- Also the course intends to make the students acquainted with various operating systems.
- The course also helps students understand the significance of using open source software/applications.

| Teaching Scheme (Hours per week) |          |           |        | Evaluation Scheme (Marks) |                       |                       |                       |       |
|----------------------------------|----------|-----------|--------|---------------------------|-----------------------|-----------------------|-----------------------|-------|
| Lecture                          | Tutorial | Practical | Credit | Theory                    |                       | Practical             |                       | Total |
|                                  |          |           |        | University Assessment     | Continuous Assessment | University Assessment | Continuous Assessment |       |
| 4                                | 1        | 2         | 6      | 70                        | 30                    | 30                    | 20                    | 150   |

| Subject Contents |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| Sr. No.          | Topics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Total Hours | Weight (%) |
| 1                | <b>Introduction of Operating Systems and Working with files</b><br><b>Introduction of Operating System:</b> DOS and Windows Family<br><b>DOS:</b> Internal & External commands, Wildcard Character, file name Rules, Creating/Editing file, batch file.<br><b>File Management:</b> File explorer and various operations on files (select, open, move, copy, rename, delete, restore deleted files, create a new file and folder, search for files, create a shortcut etc)<br><b>Introduction to Linux:</b> Basic Commands and shell scripting. | 7           | 15         |
| 2                | <b>Introduction to Accessories and Control Panel</b><br>Identifying various accessories available in computer and playing with control panels. Add / remove programs.                                                                                                                                                                                                                                                                                                                                                                          | 5           | 12         |
| 3                | <b>Open Source Options for Office Package Tools</b><br><b>Introduction to Apache Open Office and/or LibreOffice</b>                                                                                                                                                                                                                                                                                                                                                                                                                            | 3           | 6          |
| 4                | <b>Word Processor (E.g. Writer):</b> Features, working area, Menus, Commands, Toolbars, Buttons, Shortcuts, Creating/ Formatting/Printing and other operations on a document. Spell Check , Find & Replace, Headers & Footers , Inserting – Page Numbers, Pictures, Auto texts, Symbols , Working with Columns, Tabs & Indents, Creation & Working with Tables ; Margins & Space management in Document; Mail Merge.                                                                                                                           | 8           | 18         |
| 5                | <b>Spreadsheet application (E.g. Calc):</b> Calculate, analyze and present data in numerical reports, charts or graphics. Pulling-in raw data from databases, natural language formulas, a quick sum button, wizards, styles and a scenario Manager for "what if" analysis.                                                                                                                                                                                                                                                                    | 8           | 18         |
| 6                | <b>Multimedia Presentation (E.g. Impress):</b> Working with draw, outline, slides and notes. Hands on drawing and diagramming tools, slideshow animation and effects.                                                                                                                                                                                                                                                                                                                                                                          | 8           | 18         |
| 7                | Introduction to the database tool, <b>Base</b> , to create and modify tables, forms, queries and reports and <b>Math</b> to create mathematical equations                                                                                                                                                                                                                                                                                                                                                                                      | 6           | 13         |

**Course outcomes:**

At the end of the course, the student would be able to:

- Understand the importance of using open source software/applications.
- Work on various operating platforms.
- Identify and select various tools and techniques for different office related jobs.
- Operate various office automation tools and map the manual job into one of these tools.
- Prepare documentation, reports, charts, graphs, presentation etc. using office automation tools.

**List of References:**

1. Open Office Basic: An Introduction, by James Steinberg (Author), published by Gold Turtle Publishing
2. Getting Started with OpenOffice (LibreOffice): The Free Replacement for Microsoft Office, by Rob Spahitz (Author), Jack Dunning (Foreword), Publisher: ComputorEdge E-Books
3. How to Use Open Office Writer 3.3 by Kerie Hinchliffe (Author), Published by Quantum Scientific Publishing
4. OpenOffice 3.4 Volume II: Calc: by Christopher N. Cain (Author), Riley W. Walker (Author), Published by Quantum Scientific Publishing
5. OpenOffice 3.4 Volume III: Base by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
6. OpenOffice 3.4 Volume IV: Impress by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
7. OpenOffice.org 3.3 Math Guide By ODFAuthors Team published by Friends of OpenDocument Inc

**E-Resource / Web Links:**

1. <https://www.openoffice.org/>
2. <https://www.libreoffice.org>
3. <http://www.ee.surrey.ac.uk/Teaching/Unix/>
4. <http://www.freeos.com/guides/lsst/ch02sec01.html>

**List of Experiments:**

**Note:** The experiment list provided beneath is for reference only. The course teacher may change/formulate it as per his/her methodology and requirement.

**Practical List**

**1. Word Processor.**

**Practical may be given for**

- Creating the documents with Special effects like underline, bold, different size, different font, and different color etc.
- Find and Replace operations like cut, paste, copy clipboard.
- Inserting Date & Time, Pictures, and Bullets & Numbering etc.
- Paragraphs, bullets, indentation etc. Formatting features.
- Printing the documents, it includes paper-size, margins, header and footer, page no.
- Creating a table.
- Mail merge,
- spell-check
- Drawing table.

**2. Spreadsheet application.**

**Practical may be given for**

- Creating spreadsheet.
- Printing, Inserting, Deleting, Copying, Moving spreadsheet.
- Formulas, Built-in functions.
- Graph-Plotting facilities.
- Goal seek
- Formatting cells, spreadsheet etc.
- Protection facility
- Pivot tables
- Macro facility
- Create employee salary slip in spreadsheet
- Create Employee Salary Slip in spreadsheet
- Create Student Mark sheet in spreadsheet

**Multimedia presentation.**

**Practical may be given for**

- Creating a presentation
- Inserting/Deleting slides
- Different slide views
- Editing slides.
- Slide transition & editing special effects
- Inserting sound, picture, chart, organization chart.