

**ASIAN EDUCATIONAL INSTITUTE**  
**(AN AUTONOMOUS COLLEGE)**  
**BA SEM-I (SESSION:2025-26)**  
**BA-SEC- 01: DESKTOP PUBLISHING USING WORD**

**Total Marks: 100**

**External Examination: 70**

**Internal Assessment: 30**

**Credits: 3**

**Maximum Time: 3 Hrs.**

**Minimum Pass Marks: 35%**

**Lectures to be delivered: 55-60Hrs**

**L:1 T:0 P: 4**

### **INSTRUCTIONS FOR STUDENTS**

For Internal Assessment: Students are required to submit all the assignments given by the course instructor from time-to-time during the semester. The total marks obtained by the student in the internal assessment will be the sum of marks obtained in each assignment.

For University Examination: Students will appear for the end-semester final practical examination and evaluation will be done on the basis of Practical work, Lab records and viva-voce of the student.

### **COURSE OBJECTIVES**

This course provides a comprehensive Introduction to desktop publishing (DTP) using Microsoft Word. It covers essential concepts, practical skills, and advanced techniques to create professional documents, including newsletters, brochures, reports, and more. The course is designed for beginners and intermediate users who want to utilize Word's DTP capabilities for personal, academic, or professional projects.

### **Course Contents**

**Activity 1: Introduction to Desktop Publishing: Overview of Desktop Publishing, differences between Word Processing and Desktop Publishing, Introduction to Microsoft Word's DTP Features, setting up the Workspace and Preferences.**

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**Activity 2:** Basic Document Design and Layout: Creating and Saving Documents, using Templates for Quick Start, Page Setup: Margins, Orientation, and Paper Size, basic Text Formatting: Fonts, Sizes, and Styles.

**Activity 3:** Working with Text and Paragraphs: Advanced Text Formatting: Drop Caps, Text Effects, Paragraph Formatting: Alignment, Line Spacing, and Indents, using Styles for Consistent Formatting, creating and Modifying Lists: Bullets and Numbering.

**Activity 4:** Images and Graphics: Inserting and Formatting Images, using Shapes, Icons, and SmartArt, Text Wrapping and Positioning Images, creating and Modifying Charts and Graphs.

**Activity 5:** Working with Tables: Creating and Formatting Tables, Table Design and Layout Options, using Tables for Layout Purposes, advanced Table Features: Sorting, Formulas, and Nested Tables.

**Activity 6:** Advanced Document Design: Using Sections for Complex Documents, Headers, Footers, and Page Numbering, creating and Using Columns, inserting and Formatting Text Boxes.

**Activity 7:** Creating Professional Documents: Designing Newsletters: Layout and Content Organization, creating Brochures and Flyers: Using Columns and Sections, Designing Reports: Cover Pages, Table of Contents, and Indexes, creating Business Documents: Letters, Invoices, and Proposals.

**Activity 8:** Enhancing Document Aesthetics: Using Themes and Styles for Consistent Design, applying Borders, Shading, and Watermarks, using Quick Parts and Building Blocks, creating Custom Templates.

**Activity 9:** Review and Real-World Applications: Applying Learned Techniques to Real-World Projects, Group Projects and Presentations, critiquing and Improving Document Designs.

#### **Recommended Texts**

1. For Open Source: Documentation Team, LibreOffice. Getting Started with LibreOffice 6.0. Australia, Friends of OpenDocument, Incorporated, 2019.

For Proprietary: Working in Microsoft Office-Richard Mansfield-Tata McGraw Hill Education

#### **The breakup of marks for the course:**

I.	Internal Assessment	30 Marks
II.	Viva Voco (External Evaluation)	30 Marks
III.	Lab Record, Program Development and Execution(External Evaluation)	30 Marks
IV.	Lab Attendance	10 Marks

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**ASIAN EDUCATIONAL INSTITUTE**  
**(AN AUTONOMOUS COLLEGE)**  
**BA SEM-II (SESSION:2025-26)**  
**BA-SEC- 02: Data Analytics Using MS. Excel-I**

**Total Marks: 100**

**Maximum Time: 3 Hrs.**

**External Examination: 70**

**Minimum Pass Marks: 35%**

**Internal Assessment: 30**

**Lectures to be delivered: 55-60Hrs**

**Credits: 3**

**L:1 T:0 P: 4**

**INSTRUCTIONS FOR INTERNAL EVALUATOR**

The course instructor will give 5-10 Lab assignments based on the course contents. Each assignment will carry minimum weightage of 10% of the total marks allotted for Internal Assessment such that sum of the maximum marks for all assignments given during the semester is equal to the total marks allotted for internal assessment.

**INSTRUCTIONS FOR THE UNIVERSITY EXAMINER**

The examiner will give due weightage to practical work, Lab records and viva-voce of the student while awarding marks to the student during end-semester final practical examination.

**INSTRUCTIONS FOR STUDENTS**

For Internal Assessment: Students are required to submit all the assignments given by the course instructor from time-to-time during the semester. The total marks obtained by the student in the internal assessment will be the sum of marks obtained in each assignment.

For University Examination: Students will appear for the end-semester final practical examination and evaluation will be done on the basis of Practical work, Lab records and viva-voce of the student.

**COURSE OBJECTIVES**

This course provides basic understanding to the fundamentals of Excel, develop proficiency in Excel for data manipulation and analysis, learn to clean and prepare data for analysis, create effective data visualizations, apply advanced Excel functions and features to solve complex problems.

**Course Contents**

**Activity 1: Introduction to Excel for Data Analysis**

**Activity 2: Overview of Excel interface**

**Activity 3: Basics of navigating and working with sheets**

**Activity 4: Introduction to cells, rows, columns, and ranges**

**Activity 5: Understanding basic functions (SUM, AVERAGE, COUNT)**



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- Activity 6: Working with mathematical and statistical functions
- Activity 7: Introduction to text functions for data manipulation
- Activity 8: Working with logical functions (IF, AND, OR)
- Activity 9: Exploring lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Activity 10: Introduction to array formulas
- Activity 11: Identifying and handling missing data
- Activity 12: Removing duplicates and dealing with errors
- Activity 13: Text-to-columns and data-splitting techniques
- Activity 14: Formatting data for analysis
- Activity 15: Creating basic charts and graphs
- Activity 16: Tips for effective data presentation
- Activity 17: Introduction to PivotTables for dynamic data analysis
- Activity 18: Creating PivotCharts for visual insights
- Activity 19: Customizing and formatting PivotTables and PivotCharts
- Activity 20: Time-saving shortcuts and productivity hacks

#### Recommended Texts

1 For Open Source: Documentation Team, LibreOffice. Getting Started with LibreOffice 6.0. Australia, Friends of OpenDocument, Incorporated, 2019.

3. For Proprietary: Working in Microsoft Office-Richard Mansfield-Tata McGraw Hill Education

The breakup of marks for the course:

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iv.	Lab Attendance	10 Marks

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**BA-MIN-COMP-01: COMPUTER APPLICATIONS**

Total Marks: 70

External Marks: 50

Internal Assessment: 20

Maximum Time: 3 Hrs

Minimum Pass Marks: 35%

Lectures to be delivered: 45-55 Hr.

Credits: 04 (03T+01P)

**A) Instructions for paper-setter**

The question paper will consist of three sections A, B & C. Sections A & B will have four questions from the respective sections of the syllabus and will carry 30% marks each. Section C will have 6-12 short answer type questions which will cover the entire syllabus uniformly and will carry 40% marks in all.

**B) Instructions for candidates**

1. Candidates are required to attempt two questions each from sections A & B of the question paper and the entire section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

**Computer Fundamentals:** Block diagram of a computer, characteristics of computers and generations of computers. Categories of Computers - Supercomputer, mainframe computer network server, Workstation, Desktop computers, notebook computer, Tablet PC, handheld PC, smart phone.

**Input Devices:** Keyboard, Mouse, Joy tick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition devices, Optical Recognition devices – OMR, OBR, OCR

**Output Devices:** Monitors, Impact Printers - Dot matrix, Character and Line printer, Non Impact Printers – DeskJet and Laser printers, Plotter.

**Memories:** Memory Hierarchy, Primary Memory – RAM, ROM, Cache memory. Secondary Storage Devices - Hard Disk, Compact Disk, DVD, Flash memory.

**Software:** Types of Software- System Software, Application Software, Firmware. Type of System Software: Operating Systems, Language Translators, Utility Programs, Communications Software. Commonly Used Application Software: Word Processor, Spreadsheet, Database, Education, Entertainment Software.

**Computer Languages:** Machine language, assembly language, high level language, 4GL.

**SECTION B**

**Computer Codes:** weighted and non-weighted code, BCD, EBCDIC, ASCII, Unicode.

**Computer Network:** Network types, network topologies.

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**Internet Related Concepts:** Internet, World Wide Web, Hypertext, Uniform Resource Locator, Web Browsers, IP Address, Domain Name, Internet Services Providers, Internet Security, Web Search Engine, Net Surfing, web portal, Wiki, Blog.

**Advanced Trends in IT :** Mobile Internet, GPS, 3G, 4G, Wi-Fi, Bluetooth, Cloud Technology, Virtual LAN Technology, Firewall, E-Commerce, M-Commerce, Nanotechnology, Virtual Reality, BPO and KPO, Online shopping, Social Media - YouTube, FaceBook, LinkedIn, Twitter, Google+.

**Applications of IT:** IT in Business and Industry, IT in Education & training, IT in Science and Technology, IT and Entertainment, Current Trends in IT Application - AI, Virtual Reports, voice recognition, Robots, Multimedia Technology.

**Reference Books:**

1. Peter Nortorn, Introduction to Computers, Seventh Edition
2. V. Rajaraman, Fundamentals of Computers, PHI.
3. Larry E. Long and Nancy Long, Computers: Information Technology in Perspective, PHI.
4. N. Subramanian, Introduction to Computers, Tata McGraw-Hill.
5. D.H. Sanders, Computers Today, McGraw- Hill.





Maximum Marks: 30

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Practical Units to be conducted: 45-55 Hrs

The laboratory course will comprise of Activities related to Windows and exercise to what is learnt under Paper BA-MIN-COMP-01 such as:

#### Operating System

Activity 1: Installation and Software & Drivers installation.

Activity 2: Basic components of Window-Desktop, Icons, Taskbar, Status Bar, Wallpapers, Screen Saver

Activity 3: Start Menu: Accessories- Notepad, Calculator, Clock, Date and Time, Disk Defragmentation, Working with Control Panel.

Activity 4: Taskbar properties - Maximize Minimize, Restore, and Close.

Activity 5: Creating Files, Folders, Shortcuts, Moving folders (right click options)

#### Internet

Activity 1: Connecting through Wi-fi, Blue tooth and Hot Spot.

Activity 2: Web Surfing, searching contents through Search Engines.

Activity 3: Creating and maintaining Web Blogs and Web portals

#### Social Media

Activity 1: Creating account, linking accounts, setting profiles and preferences.

Activity 2: Posting messages, replying, forwarding, tagging contents.

Activity 3: Online shopping, comparing prices etc.

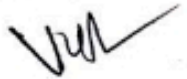
Activity 4: Creating and maintaining social profiles at LinkedIn, FaceBook, Twitter etc.

The breakup of marks for the practical will be as under:

Lab Record : 05 Marks

Viva Voce : 10 Marks

Program Development And Execution : 15 Marks

  
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**BA-MAJ-COMP-01: FUNDAMENTALS OF COMPUTER SCIENCE**

Total Marks: 70

External Marks: 50

Internal Assessment: 20

Maximum Time: 3 Hrs

Minimum Pass Marks: 35%

Lectures to be delivered: 45-55 Hr.

Credits: 04

**A) Instructions for paper-setter**

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**B) Instructions for candidates**

1. Candidates are required to attempt two questions each from sections A & B of the question paper and the entire section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

**Computer Fundamentals:** Block diagram of a computer, characteristics of computers and generations of computers. Categories of Computers - Supercomputer, mainframe computer network server, Workstation, Desktop computers, notebook computer, Tablet PC, handheld PC, smart phone.

**Input Devices:** Keyboard, Mouse, Joy tick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition devices, Optical Recognition devices – OMR, OBR, OCR

**Output Devices:** Monitors, Impact Printers - Dot matrix, Character and Line printer, Non Impact Printers – DeskJet and Laser printers, Plotter.

**Memories:** Memory Hierarchy, Primary Memory – RAM, ROM, Cache memory. Secondary Storage Devices - Hard Disk, Compact Disk, DVD, Flash memory.


**Software:** Types of Software- System Software, Application Software, Firmware. Type of System Software: Operating Systems, Language Translators, Utility Programs, Communications Software. Commonly Used Application Software: Word Processor, Spreadsheet, Database, Education, Entertainment Software.

**Computer Languages:** Machine language, assembly language, high level language, 4GL.

**SECTION B**

**Computer Codes:** weighted and non-weighted code, BCD, EBCDIC, ASCII, Unicode.

**Computer Network:** Network types, network topologies.

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**Internet Related Concepts:** Internet, World Wide Web, Hypertext, Uniform Resource Locator, Web Browsers, IP Address, Domain Name, Internet Services Providers, Internet Security, Web Search Engine, Net Surfing, web portal, Wiki, Blog.

**Advanced Trends in IT :** Mobile Internet, GPS, 3G, 4G, Wi-Fi, Bluetooth, Cloud Technology, Virtual LAN Technology, Firewall, E-Commerce, M-Commerce, Nanotechnology, Virtual Reality, BPO and KPO, Online shopping, Social Media - YouTube, FaceBook, LinkedIn, Twitter, Google+.

**Applications of IT:** IT in Business and Industry, IT in Education & training, IT in Science and Technology, IT and Entertainment, Current Trends in IT Application - AI, Virtual Reports, voice recognition, Robots, Multimedia Technology.

**Reference Books:**

1. Peter Nortorn, Introduction to Computers, Seventh Edition
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4. N. Subramanian, Introduction to Computers, Tata McGraw-Hill.
5. D.H. Sanders, Computers Today, McGraw- Hill.

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**BA-MAJ-COMP.P-01: PRACTICAL BASED ON PAPER BA-MAJ-COMP-01:**

**Maximum Marks: 30**

**Maximum Time: 3 Hrs.**

**Minimum Pass Marks: 35%**

**Practical Units to be conducted: 45-55 Hrs**

The laboratory course will comprise of Activities related to Windows and exercise to what is learnt under Paper BA-MAJ-COMP-01 such as:

**Operating System**

**Activity 1:** Installation and Software & Drivers installation.

**Activity 2:** Basic components of Window-Desktop, Icons, Taskbar, Status Bar, Wallpapers, Screen Saver

**Activity 3:** Start Menu: Accessories- Notepad, Calculator, Clock, Date and Time, Disk Defragmentation, Working with Control Panel.

**Activity 4:** Taskbar properties - Maximize Minimize, Restore, and Close.

**Activity 5:** Creating Files, Folders, Shortcuts, Moving folders (right click options)

**Internet**

**Activity 1:** Connecting through Wi-fi, Blue tooth and Hot Spot.

**Activity 2:** Web Surfing, searching contents through Search Engines.

**Activity 3:** Creating and maintaining Web Blogs and Web portals

**Social Media**

**Activity 1:** Creating account, linking accounts, setting profiles and preferences.

**Activity 2:** Posting messages, replying, forwarding, tagging contents.

**Activity 3:** Online shopping, comparing prices etc.

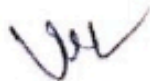
**Activity 4:** Creating and maintaining social profiles at LinkedIn, FaceBook, Twitter etc.

The breakup of marks for the practical will be as under:

Lab Record : 05 Marks

Viva Voce : 10 Marks

Program Development And Execution : 15 Marks



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ASIAN EDUCATIONAL INSTITUTE  
(AN AUTONOMOUS COLLEGE)

BA SEMESTER-II  
SESSION 2025-26  
(Major Theory)

BA-MAJ-COMP-02: OFFICE AUTOMATION TOOLS

Total Marks: 70  
External Marks: 50  
Internal Assessment: 20

Maximum Time: 3 Hrs  
Minimum Pass Marks: 35%  
Lectures to be delivered: 45-55  
Credits: 04(03T+01P)

**COURSE OBJECTIVES:**

- Learn MS word
- Learn MS Power point
- Know MS Excel
- To give fundamental knowledge Office tools.
- Basic concepts of word, PowerPoint, excel.
- To make the learners acquainted with the use of presentation sheets and documents.

**LEARNING OUTCOME:**

- On the successful completion of the course, students will be able to.
- Have a clear understanding of documents, sheets and presentation.
- Develop an in depth knowledge of various office theories.
- Develop skills to get employment in I.T. Field.

**A) Instructions of paper-setter**

The question paper will consist of three sections, Section A, B & C. Section A & B will have four questions each from the respective sections of the syllabus. Each question will carry 7.5 marks, which may be segregated into sub-parts. Section C will be compulsory with 10 short answer type questions of 02 marks each, which will cover the entire syllabus.

**B) Instructions for candidates**

1. Candidates are required to attempt two questions each from section A & B of the question paper and the entire section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

**OFFICE:** Basic layout, components, Office Characteristics, Common Office Controls and shortcuts for Home, Insert, Page Layout, Mailing, Review and View.

**Word:** Introduction to Word Processing, Toolbar, Ruler, Menus, Keyboard Shortcut, Previewing documents, printing documents, formatting documents, Checking the grammar and spelling, Formatting via find and replace, Using the Thesaurus, Using Auto Correct, word count, Hyphenating, Mail merge mailing Labels Wizards and Templates, Handling Graphics, tables as converting a word document into various formats.

**Power Point:** Introduction, Elements of Power Point Package, Staring and exploring, Power Point menus (Insert, Format, Tools, Slide Show, Window, Help options and all of their features, Options and Sub options etc.), Creating, inserting, deleting and formatting slides, Formatting and enhancing text, Slides with graphs, Giving Animation to slides, Transfer of files between Power Point and other word processors and software packages.

**SECTION B**

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**EXCEL:** Creating worksheet, entering data into worksheet. Entering data, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving and existing worksheet. Toolbars and Menus, keyboard shortcut. Working with single and multiple workbooks, working with formulation & referencing, formatting of worksheet.

**ACCESS:** Introduction to ACCESS database, working with databases and tables, queries in Access. Introduction to forms, sorting and filtering, controls. Creating reports, Using Macro

**Text/Reference Books:**

1. Rob Tindrow, Jim Boyce, Jeffrey R. Shapiro, Window 10 Bible, Wiley.
2. LibreOffice 6.0 Writer Guide, LibreOffice Documentation Team

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Asian Educational Institute

(An Autonomous College)

Subject: Office Automation Tools (Practical)

BA Sem- II

Practical Code: BA-MAJ-COMP.P-02

Minimum passing marks: 35%

Total Marks: 30

This laboratory course will comprise the following list of practical based on any GUI based Operating system (Unix/Window/Mac) and concepts of Office Automation:

#### Operating System

Activity 1: Operating System Installation and Software & Drivers installation.

Activity 2: Basic components of GUI-Desktop, Icons, Taskbar, Status Bar, Wallpapers, Screen Saver.

Activity 3: Start Menu: Accessories- Notepad, Calculator, Clock, Date and Time, Disk Defragmentation, Working with Control Panel/Settings.

Activity 4: Taskbar properties - Maximize Minimize, Restore, and Close.

Activity 5: Creating Files, Folders, Shortcuts, Moving folders (right click options).

#### Excel

Activity 1:

- i. Create, open, save and close workbook.
- ii. Create a new worksheet, renaming and moving sheet.
- iii. Entering, copying, moving and deleting data in cells and worksheets.
- iv. Insert and delete cells, columns and rows in Excel.

Activity 2:

- i. Formatting of data in cells.
- ii. Text formatting (font size, font style, font color, Cell border etc.)
- iii. Text Alignment.
- iv. Text Orientation, Text Direction, Text Control.

Activity 3:

- i. Find and replace data in a sheet.
- ii. Perform data sorting and data filtering in Excel.
- iii. Protect your Worksheet and Workbook.
- iv. Enter and perform some basic formulas in excel.

Activity 4:

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- i. Perform some basic Functions in Excel.
- ii. Create a chart in Excel.
- iii. Create different types of Charts in excel.
- iv. Set a size, margin, orientation of page in Excel.
- v. The print properties of a worksheet in Excel.

- Activity 5:
- i. Hide and unhide row and column in Excel.
  - ii. Set column width and row height in Excel.
  - iii. Adding text Box, header/footers, pictures and special symbols in your worksheet.
  - iv. Arranging, splitting and hiding windows in Excel. And also freezing panes.
  - v. Create and run Macros in Excel.

## Word

### Activity 1:

- i. Create, open, save and close a document.
- ii. Typing, copying, moving and deleting data in word document.
- iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special.

### Activity 2:

Formatting of data in word Document: -

- i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
- ii. Text Alignment and character spacing.
- iii. Indention and line spacing.
- iv. Border and shading.
- v. Bullets and Numbering.

### Activity 3:

- i. Find and replace and data sorting in a document.
- ii. Protect your document.
- iii. Add chart in word document. Create different types of Charts in word.
- iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in Word.

### Activity 4:

- i. Set Page Color, Page Border, Themes, and Watermarks in Word.
- ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
- iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap, Hyperlink, Equation etc. in word document.

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Activity 5:

- i. Arranging, splitting windows in word
- ii. Perform Mail-merge in word
- iii. Create and run Macros in Word
- iv. Set the print properties of a word document

PowerPoint

Activity 1:

- i. Create, open, save and close a Presentation.
- ii. Typing, copying, moving and deleting data in presentation.
- iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:

Formatting of data in slides: -

- i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
- ii. Text Alignment and character spacing.
- iii. Indention and line spacing.
- iv. Border and shading.
- v. Bullets and Numbering.

Activity 3:

- i. Set a size, margin, orientation of slides in PowerPoint.
- ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box etc. in your presentation.

Activity 4:

- i. Adding Animation and Transition Effects in Slides, Understanding Slide Show.
- ii. Presentation Views, Understanding Formatting commands in PowerPoint.

Activity 5:

- i. Create and run Macros in PowerPoint.
- ii. Arranging, splitting windows in PowerPoint

The breakup of marks for the practical will be as under

- i. Practical – 15 Marks
- ii. Viva – 10 Marks
- iii. Lab records, Program development and Execution (External Evaluation) – 5 Marks



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ASIAN EDUCATIONAL INSTITUTE  
(AN AUTONOMOUS COLLEGE)

BA SEMESTER-II  
SESSION 2025-26

(Minor Theory)

BA-MIN-COMP-02: OFFICE AUTOMATION TOOLS

Total Marks: 70

External Marks: 50

Internal Assessment: 20

Maximum Time: 3 Hrs

Minimum Pass Marks: 35%

Lectures to be delivered: 45-55Hr.

Credits: 04(03T+01P)

**COURSE OBJECTIVES:**

- Learn MS word
- Learn MS Power point
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- To give fundamental knowledge Office tools.
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- To make the learners acquainted with the use of presentation sheets and documents.

**LEARNING OUTCOME:**

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- Develop an in depth knowledge of various office theories.
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**Instructions of paper-setter**

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**Instructions for candidates**

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4. Use of non-programmable scientific calculator is allowed.

**SECTION A**

**OFFICE:** Basic layout, components, Office Characteristics, Common Office Controls and shortcuts for Home, Insert, Page Layout, Mailing, Review and View

**Word:** Introduction to Word Processing, Toolbar, Ruler, Menus, Keyboard Shortcut, Previewing documents, printing documents, formatting documents, Checking the grammar and spelling, Formatting via find and replace, Using the Thesaurus, Using Auto Correct, word count, Hyphenating, Mail merge mailing Labels Wizards and Templates, Handling Graphics, tables as converting a word document into various formats.

**Power Point:** Introduction, Elements of Power Point Package, Staring and exploring, Power Point menus (Insert, Format, Tools, Slide Show, Window, Help options and all of their features, Options and Sub options etc.), Creating, inserting, deleting and formatting slides, Formatting and enhancing text, Slides

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## SECTION B

**EXCEL:** Creating worksheet, entering data into worksheet. Entering data, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving and existing worksheet. Toolbars and Menus, keyboard shortcut. Working with single and multiple workbooks, working with formulation & referencing, formatting of worksheet.

**ACCESS:** Introduction to ACCESS database, working with databases and tables, queries in Access. Introduction to forms, sorting and filtering, controls. Creating reports, Using Macro

### Text/Reference Books:

1. Rob Tidrow, Jim Boyce, Jeffrey R. Shapiro, Window 10 Bible, Wiley.
2. LibreOffice 6.0 Writer Guide, LibreOffice Documentation Team

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ASIAN EDUCATIONAL INSTITUTE

(AN AUTONOMOUS COLLEGE)

BA SEMESTER-II

SESSION 2025-26

(Minor Theory)

**BA-MIN-COMP-02: OFFICE AUTOMATION TOOLS**

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BOS : 29.07.2025



## SECTOIN B

**EXCEL:** Creating worksheet, entering data into worksheet. Entering data, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving and existing worksheet. Toolbars and Menus, keyboard shortcut. Working with single and multiple workbooks, working with formulation & referencing, formatting of worksheet.

**ACCESS:** Introduction to ACCESS database, working with databases and tables, queries in Access. Introduction to forms, sorting and filtering, controls. Creating reports, Using Macro

### Text/Reference Books:

1. Rob Tidrow, Jim Boyce, Jeffrey R. Shapiro, Window 10 Bible, Wiley.
2. LibreOffice 6.0 Writer Guide, LibreOffice Documentation Team

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Total Marks: 30

This laboratory course will comprise the following list of practical based on any GUI based Operating system (Unix/Window/Mac) and concepts of Office Automation:

#### Operating System

Activity 1: Operating System Installation and Software & Drivers installation.

Activity 2: Basic components of GUI-Desktop, Icons, Taskbar, Status Bar, Wallpapers, Screen Saver.

Activity 3: Start Menu: Accessories- Notepad, Calculator, Clock, Date and Time, Disk Defragmentation, Working with Control Panel/Settings.

Activity 4: Taskbar properties - Maximize Minimize, Restore, and Close.

Activity 5: Creating Files, Folders, Shortcuts, Moving folders (right click options).

#### Excel

Activity 1:

- i. Create, open, save and close workbook.
- ii. Create a new worksheet, renaming and moving sheet.
- iii. Entering, copying, moving and deleting data in cells and worksheets.
- iv. Insert and delete cells, columns and rows in Excel.

Activity 2:

- i. Formatting of data in cells.
- ii. Text formatting (font size, font style, font color, Cell border etc.)
- iii. Text Alignment.
- iv. Text Orientation, Text Direction, Text Control.

Activity 3:

- i. Find and replace data in a sheet.
- ii. Perform data sorting and data filtering in Excel.
- iii. Protect your Worksheet and Workbook.
- iv. Enter and perform some basic formulas in excel.

Activity 4:

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- i. Perform some basic Functions in Excel.
- ii. Create a chart in Excel.
- iii. Create different types of Charts in excel.
- iv. Set a size, margin, orientation of page in Excel.
- v. The print properties of a worksheet in Excel.

- Activity 5:
- i. Hide and unhide row and column in Excel.
  - ii. Set column width and row height in Excel.
  - iii. Adding text Box, header/footers, pictures and special symbols in your worksheet.
  - iv. Arranging, splitting and hiding windows in Excel. And also freezing panes.
  - v. Create and run Macros in Excel.

## Word

### Activity 1:

- i. Create, open, save and close a document.
- ii. Typing, copying, moving and deleting data in word document.
- iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special.

### Activity 2:

Formatting of data in word Document: -

- i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
- ii. Text Alignment and character spacing.
- iii. Indention and line spacing.
- iv. Border and shading.
- v. Bullets and Numbering.

### Activity 3:

- i. Find and replace and data sorting in a document.
- ii. Protect your document.
- iii. Add chart in word document. Create different types of Charts in word.
- iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in Word.

### Activity 4:

- i. Set Page Color, Page Border, Themes, and Watermarks in Word.
- ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
- iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap, Hyperlink, Equation etc. in word document.

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Activity 5:

- i. Arranging, splitting windows in word
- ii. Perform Mail-merge in word
- iii. Create and run Macros in Word
- iv. Set the print properties of a word document

PowerPoint

Activity 1:

- i. Create, open, save and close a Presentation.
- ii. Typing, copying, moving and deleting data in presentation.
- iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:

Formatting of data in slides: -

- i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
- ii. Text Alignment and character spacing.
- iii. Indention and line spacing.
- iv. Border and shading.
- v. Bullets and Numbering.

Activity 3:

- i. Set a size, margin, orientation of slides in PowerPoint.
- ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box etc. in your presentation.

Activity 4:

- i. Adding Animation and Transition Effects in Slides, Understanding Slide Show.
- ii. Presentation Views, Understanding Formatting commands in PowerPoint.

Activity 5:

- i. Create and run Macros in PowerPoint.
- ii. Arranging, splitting windows in PowerPoint

The breakup of marks for the practical will be as under

- iv. Practical – 15 Marks
- v. Viva – 10 Marks
- vi. Lab records, Program development and Execution (External Evaluation) – 5 Marks



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