

ASIAN EDUCATIONAL INSTITUTE
(AN AUTONOMOUS COLLEGE)

BA-MAJ-COMP-02
OFFICE AUTOMATION
SEMESTER-II
ACADEMIC SESSION 2024-25

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

COURSE OBJECTIVES:

- Learn MS word
- Learn MS Power point
- Know MS Excel
- To give fundamental knowledge Office tools.
- To explain the 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 for paper-setter

The question paper will consist of three sections, Sections A, B & C. Sections 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 sections A & B of the question paper and the entire section C.

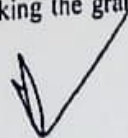
2. Use of non-programmable scientific calculator is allowed.

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, Toolbars, Ruler, Menus, Keyboard Shortcut. Previewing documents, Printing documents, formatting documents, Checking the grammar and

Sapin



spelling, formatting via find and replace, Using the Thesaurus, using Auto Correct, word count, Hyphenating, Mail merge mailing Labels Wizards ad Temples, Handing Graphics, tables as converting a word document into various formats.

PowerPoint: Introduction, Elements of Power Point Package, Starting 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

EXCEL: Creating worksheet, entering data into 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 && cell 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, Windows 10 Bible, Wiley.
2. LibreOffice 6.0 Writer Guide, LibreOffice Documentation Team

Bob



SEMESTER -II

A-MCS COMP.P-02: OFFICE AUTOMATION TOOLS

Total Marks: ~~100~~ 30
External Examination: 70
Internal Assessment: 30

Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%
Practical Sessions: 45-55 Hrs.

This laboratory course will comprise the following list of practical based on any GUI Based Operating System (Unix/Windows/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.

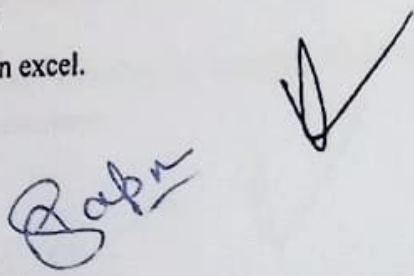
Activity 2:

- 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:



- 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. Indentation 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

Saibin



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. | Internal Assessment | 30 Marks |
| ii. | Viva Voce (External Evaluation) | 30 Marks |
| iii. | Lab Record, Program Development and Execution(External Evaluation) | 40 Marks |

Sapn

