.MIN-COMP.P-02 : OFFICE AUTOMATION TOOLS

Total Marks: 100
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 inExcel.
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

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