

Course 105: Office Automation Tools

Course Code	105
Course Title	Office Automation Tools
Credit	4
Teaching per Week	4 Hrs
Minimum weeks per Semester	15 (Including class work, examination, preparation etc.)
Review / Revision	June 2017
Purpose of Course	Use of modern office equipment in business or any office is intended to facilitate faster processing and delivery of information, accurate analysis of facts and figures, higher efficiency and productivity, and elimination of fatigue arising from performing repetitive jobs manually. Office Automation Tools help in Word processing, managing Worksheets and preparing Presentations.
Course Objective	The objective of this course is to make students understand and learn various Office Automation Tools like Word processor, Spreadsheet program & Presentation program.
Pre-requisite	Basic Knowledge of Computers
Course outcome	The students will be able to use various Office Automation Tools like Word processor, Spreadsheet software & Presentation software.
Course Content	<p>Unit 1. Introduction</p> <ol style="list-style-type: none"> 1.1. Concept of Windows, Icon, Menu 1.2. Desktop 1.3. Creating Folders and Shortcuts 1.4. Finding Files & Folders 1.5. Creating, Copying, Moving and Deleting files 1.6. Windows Explorer 1.7. Basic DOS Commands <p>Unit 2. Word Processor</p> <ol style="list-style-type: none"> 2.1. Typing, Editing, Proofing & reviewing 2.2. Formatting text & Paragraph 2.3. Automatics Formatting and Styles 2.4. Working with Tables 2.5. Graphics and Frames 2.6. Mail Merge <p>Unit 3. Spreadsheet Software</p> <ol style="list-style-type: none"> 3.1. Concept of worksheet 3.2. Working & Editing in Workbooks 3.3. Creating Formats & Links 3.4. Protecting and Hiding data 3.5. Built in Functions (Mathematical, Statistical, String & Date) 3.6. Formatting a Worksheet 3.7. Creating Charts (Graphics), Formatting and Analysing data 3.8. Organizing Data in a List (Data Management) 3.9. Printing <p>Unit 4. Presentation Software</p> <ol style="list-style-type: none"> 4.1. Creating and Editing Slides 4.2. Creating and Editing objects in the slide 4.3. Animation 4.4. Creating and Running Slide Show 4.5. Templates

	Unit 5. Internet 5.1. Concepts 5.2. Working 5.3. Mailing & surfing tools 5.4. Online Data Backup
Reference Books	1. OpenOffice.org For Dummies - Gurdy Leete, Ellen Finkelstein, Mary Leete - Wiley Pub. 2. Beginning OpenOffice 3: From Novice to Professional - Andy Channelle - Apress Pub. 3. The OpenOffice.org 2 Guidebook - Solveig Haugland 4. Taming Apache OpenOffice: Getting Started - Jean Hollis Weber - Friends of OpenDocument Inc. 5. Open Office Basic: An Introduction - James Steinberg - Gold Turtle Pub. 6. PC Software for Windows 2003 Made Simple, - R K Taxali, - TMH 7. 2007 Microsoft Office System Plain & Simple, Joyce & Moon, - PHI 8. Internet 6 in 1 – Joe Krayuak & Harbraken, PHI 9. Introduction to Computer Science-Pearson Education-ITL ESL 10. Introduction to Computers-Peter Norton-The McGraw-Hill Companies
Teaching Methodology	Class Work, Discussion, Self-Study, Seminars and/or Assignments
Evaluation Method	30% Internal assessment. 70% External assessment.