

Smt NPS Govt. Degree College(W), Chittoor					
DEPARTMENT OF COMPUTER APPLICATIONS					
Course Code	Office Automation Tools	I BCOM (Major & Minor) Sem - II 2024-25			
Hours	90 (60 Theory + 30 Practical)	L	T	P	C
Pre requisites	Basic Computer Knowledge	3	-	1	4

Course Objective
<ol style="list-style-type: none"> 1. Understand the basics of Ms-Word 2. Understand the basics of Ms-Excel, Power point. 3. Apply Ms-Word, Ms-Excel, Power point to create make presentations and inserting multimedia in them.

Course Outcomes	
On Completion of the course, the students will be able to –	
CO1	Understand concept of Word Processor and its features.
CO2	To use the advanced features of Ms-Word to make day to day usage easier.
CO3	To work comfortably with Ms-Excel Environment.
CO4	To create work sheets and user advanced feature of Excel.
CO5	To create make presentations and inserting multimedia in them.

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SYLLABUS

Unit I :

Introduction to MS Office & MS Word: MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying & moving data, Formatting characters, changing cases, Paragraph formatting ,Indents, Drop Caps ,Using format painter, Page formatting, Header & footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command, proofing text (Spell-check, Auto correct),

Unit II :

MS Word Advanced features: Difference between Wizard and Template - Customize the Quick Access Tool Bar – Macros: Purpose – Creating Macro – Using Macro – Storing Macro - ,Inserting pictures: From Computer, Online Pictures – Insert 3d Models - Insert Shapes – Insert Text Box – Insert Equation, Hyperlinks, Tables Insert tables Mail merging, Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

Unit III :

Introduction to MS Excel & Its features: MS-Excel: Excel Features, Spreadsheets, workbooks, creating, saving & editing a workbook, Renaming sheet, cell entries (numbers, labels, and formulas), spell check ,find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort, Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM,AVERAGE,COUNT, MAX,MIN, IF)

Unit IV :

Ms-Excel Advanced Features: Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu

Unit V :

Ms-PowerPoint and its Applications: MS-Power Point: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout ,using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding clipart and auto shapes. Various presentation, Working in slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides.

References:

1. Computer Fundamentals–Pradeep.K.Sinha:BPB Publications.
2. Fundamentals of Computers -ReemaThareja, Oxford University Press India
3. Fundamentals of Computer – V . Rajaraman, Printice Hell of India.
4. Introduction to Computers–Peter Norton McGraw-Hill.

Online Resources:

<https://www.tutorialspoint.com/cprogramming/index.html>

<https://www.learn-c.org/>

<https://www.programiz.com/c-programming>

<https://www.w3schools.in/c-tutorial/>

<https://www.cprogramming.com/tutorial/c-tutorial.html>

<https://www.tutorialspoint.com/cplusplus/index.html>

<https://www.programiz.com/cpp-programming><http://www.cplusplus.com/doc/tutorial/>

<https://www.learn-cpp.org/>

<https://www.javatpoint.com/cpp-tutorial>

Practical Component: @ 2 hours/week/batch

- 1) Design a visiting card for Managing Director of a company as per the following specification.
 - Size of visiting card is $3\frac{1}{2} \times 2$
 - Name of the company with big font
 - Phone number, Fax number and E-mail address with appropriate symbols.
 - Office and Residence address separated by a line
- 2) Create a table with following columns and display the result in separate cells for the following.
 - Emp Name, Basic pay, DA, HRA, Total salary.
 - Sort all the employees in ascending order with the name as the key
 - Calculate the total salary of the employee
 - Calculate the Grand total salary of the employee
 - Finding highest salary and
 - Find lowest salary
- 3) Prepare an advertisement to a company requiring software professional with the following
 - Attractive page border
 - Design the name of the company using WordArt
 - Use at least one clipart.
 - Give details of the company (use bullets etc)
 - Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators) qualification required.
- 4) Name of the company on the top of the page with big font and good style.

- Phone no, Fax no and E-mail address with symbols.
 - Main products manufactured by the company
 - Slogans if any should be specify in bold at the bottom
- 5) Create two pages of curriculum vitae of a graduate with the following specifications
- Table to show qualifications with proper headings
 - Appropriate left and right margins
 - Format ½pageusingtwo-columnapproachabout yourself
 - Name on each page at the top right side
 - Page no. in the footer on the right side.
- 6) Write a macro format documents below Linespacing“2”(double)
- Paragraphindentof0.1
 - Justification formatting style
 - Arial font andBoldof14pt-size
- 7) Create a letter as the maindocumentandcreate10recordsforthe 10persons use mail merge to create letter for selected persons among10.
- 8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the min to octal, Hexa decimal and binary numbers and vice-versa.
- DecimalNumbers: 35,68,95,78,165,225,355,375,465
- BinaryNumbers: 101,1101,11101,11111,10001,11101111

RECOMMENDED CO-CURRICULAR ACTIVITIES:

MEASURABLE

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging) .
2. Student seminars (on topics of the syllabus and related aspects (individual activity)
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams)
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity)
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

General

Group Discussion

Visit to Software Technology parks / industries

RECOMMENDED CONTINUOUS ASSESSMENT METHODS:

Some of the following suggested assessment methodologies could be adopted:

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Essay Questions:

UNIT-I

1.	What is MS-Word? Explain the Features of MS-Word?	BT-1	CO1	PO1
2.	Explain how to Create, Opening , Saving, Closing a document?	BT-3	CO1	PO1
3.	What is Header & Footer? Create Even and Odd pages headers and footers?	BT-3	CO1	PO1

UNIT-II

1.	Describe the difference between Wizard and Template?	BT-3	CO1	PO1
2.	Define Mail merge? Write a procedure to create mail merge in MS-Word?	BT-2	CO2	PO2
3.	Write a procedure to create a Table in MS-Word?	BT-4	CO1	PO1

UNIT-III

1.	What is MS-Excel? Write the features of MS-Excel?	BT-1	CO3	PO3
2.	What is Excel? Explain the types of functions in MS-Excel?	BT-2	CO3	PO3
3.	Write a brief note on Auto Fill and Sort in MS-Excel?	BT-2	CO3	PO3

UNIT-IV

1.	Define What-IF analysis? Write its types with examples?	BT-1	CO4	PO4
2.	What is Chart? Explain the process for inserting Chart in MS-Excel?	BT-2	CO4	PO4

UNIT-V

1.	What is MS-Power point? Write the features of MS-Power point?	BT-2	CO5	PO5
2.	Write about the components of MS-Power point?	BT-1	CO5	PO5

Short Questions:**UNIT-I**

1.	How to use Copy and Paste in MS-Word	BT-3	CO 1	PO 1
2.	Write about parts of MS-Word window	BT-1	CO 1	PO 2
3.	Write the Uses of Microsoft Office	BT-2	CO 1	PO 1

UNIT-II

1.	What are Templates? Write its advantages?	BT-1	CO 1	PO2
2.	What are Macros in MS-Word?	BT-2	CO 2	PO3
3.	How to Print a document in MS-Word?	BT-1	CO 2	PO2

UNIT-III

1.	Write about Filters in MS-Excel?	BT- 1	CO 3	PO 2
2.	Write an overview of Excel worksheet?	BT- 1	CO 3	PO 2
3.	How to Navigating with the GOTO command?	BT- 2	CO 3	PO 2

UNIT-IV

1.	What is Cell referencing in MS-Excel?	BT- 2	CO 3	PO 3
2.	What is Absolute Cell reference?	BT- 2	CO 4	PO 3

UNIT-V

1.	Write the Uses of MS-Power point?	BT- 4	CO 4	PO 4
2.	Write the process of inserting Video file in presentation	BT- 3	CO 4	PO 3

3.	What is Slide Show in MS-PowerPoint?	BT- 1	CO 4	PO 4
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