

DEPARTMENT OF COMPUTER APPLICATIONS
CERTIFICATE COURSE FOR ACADEMIC YEAR 2021 - 2022

OFFICE AUTOMATION- SYLLABUS

OBJECTIVES:

- ☐ The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Power point. The course is highly practice oriented rather than regular class room teaching.

OUTCOMES:

- ☐ To perform documentation
- ☐ To perform accounting operations
- ☐ To perform presentation skills

Course Duration: 30 hours

WORD PROCESSING

6 hrs

Word Processing: Open, Save and close word document; Editing text – tools, formatting, bullets; Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, numbering; printing – Preview, options, merge.

SPREADSHEETS

10 hrs

Spreadsheets: Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying; Charts – creating, formatting and printing.

POWER POINT

10 hrs

Power point: Introduction to Power point - Features – Understanding slide types – creating & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition – Animation effects.

ACCESS

4 hrs

Introduction to Access – Features – Field – Record – Creating Tables – Creating a Database – Opening a Table / Editing a table / adding new Records – Deleting the Records.

TEXT BOOKS:

1. Alexis Leon and Mathews Leon, "*Fundamentals of information technology*", Leon Press 1999, 2nd Edition.
2. Peter Norton, "*Introduction to Computers*", Tata McGraw Hill.

REFERENCE BOOK:

1. Jennifer Ackerman Kettel, Guy Hat-Davis and Curt Simmons, "*Microsoft 2003*", Tata McGraw Hill.

WEB REFERENCE:

- ☐ NPTEL & MOOC courses titled Office Automation.
- ☐ https://www.livewireindia.com/microsoftoffice_automation_software_training.php

