COURSE 3: OFFICE AUTOMATION TOOLS

Theory   Credits: 3   3 hrs/week

Course Objectives:
- ✓ To introduce theenvironment of GUI in Ms-Word and its features..
- ✓ To introduce the fundamental concepts using Ms-Word and its features to make it more useful.
- ✓ To provide hands-on use of Word, Excel and PowerPoint.

Course Outcomes:

The students will be able:

- ✓ To understand concept of Word Processor and use its features.
- ✓ To use the advanced features of Ms-Word to make day to day usage easier.
- ✓ To work comfortably with Ms-Excel Environment.
- ✓ To Create worksheets and use advanced features of Excel.
- ✓ To create presentations and inserting multimedia items in them.

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, proofingtext (Spellcheck, Auto correct),

Case Study:
1. Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
2. Create a document to share your experience of your recent vacation with family.

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 merge ,Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

Case Study:
1. Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.
2. Create a document to create Time Table of you class using tables.

UNIT–III: Introduction to Ms-Excel & Its Features

MS-Excel: Excel Features, Spread sheets, 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 types, Some useful Functions in excel(SUM,AVERAGE,COUNT, MAX,MIN, IF),

Case Study:
1. Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.
2. Create a Worksheet with employee no, name, job, salaries of 10 employees, calculate DA,TA,HRA ,Gross Salary and Net Salary.
   i. Find the sum of HRA's of Total employees.
   ii. Find the average DA
   iii. Display the Maximum salary of the employee.

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- Goal Seek –Scenarios.

Case Study:
1. Prepare a chart with height and weights of you class mates in at least 3 types of charts.
2. Demonstrate the use of Filter with the attendance data of your class.

UNIT-V: Ms-PowerPoint and its Applications

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

Case Study:
1. Prepare a presentation with your achievements and experiences in College.
2. Create a Presentation of your organization with pictures, clip arts and animations

Text Books:
1. Computer Fundamentals–Pradeep .K.Sinha: BPB Publications.
2. Fundamentals of Computers –Reema Thareja, Oxford University Press India

SEMESTER-II
COURSE 3: OFFICE AUTOMATION TOOLS

Practical   Credits: 1   2 hrs/week

List of Experiments

1. Design a visiting card for managing director of a company as per the following specification.
    o   Sizeofvisitingcardis3½×2
    o   Name of the company with big font
    o   Phone number, Fax number and E-mail address with appropriate symbols.
    o   Office and Residence addresses separated by new line
2. Create a table with following columns and display the result in separate cells for the following
    o   Emp Name, Basic pay, DA, HRA, Total salary.
    o   Sort all the employees in ascending order with the name as the key
    o   Calculate the total salary of the employee
    o   Calculate the Grand total salary of the employee
    o   Find highest salary and
    o   Find lowest salary

3)Prepare an advertisement to company requiring software professional with the following
    o   Attractive page border
    o   Design the name of the company using WordArt
    o   Use at least one clipart.
    o   Give details of the company(use bullets etc.)
    o   Give details of the Vacancies in each category of employee's(Business manager, Software engineers, System administrators, Programmers, Data entry operators) qualification required.

4)Create a letter head of a company with the following specifications
    o   Name of the company on the top of the page 2 with big font and good style
    o   Phone no, Faxno and E-mail address with symbols.
    o   Main products manufactured by the company
    o   Slogans if any should be specified in bold at the bottom

5)Create two pages of curriculum vitae of a graduate with the following specifications
    o   Table to show qualifications with proper headings
    o   Appropriate left and right margins
    o   Format ½pageusingtwo-columnapproachabout yourself
    o   Name on each page at the top right side
    o   Page no. in the footer on the right side.

6)Write a macro format document as below
    o   Line spacing"2"(double)
    •   Paragraphindentof0.1
    •   Justification formatting style
    •   Arial font andBoldof14pt-size

7) Create a letter as the main document and create 10 records for the 10 persons Use mail merge to create letter for selected persons among 10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the number to octal, Hexadecimal and binary numbers and vice-versa.

       DecimalNumbers:35,68,95,78,165,225,355,375,465
       BinaryNumbers:101,1101,11101,11111,10001,11101111

9) Calculate the net pay of the employees following the conditions below.

	A	B	C	D	E	F	G	H	I
1	Employee Number	Employe e Name	Basic pay	DA	HRA	GPF	Gross Pay	Income tax	Net pay
2									

- ➢ DA:- 16% of the basic pay if Basic pay is greater than 20000 or else 44%.
- ➢ HRA:- 15 % of the Basic pay subject to maximum of Rs.4000.
- ➢ GPF: -10% of the basic pay.
- ➢ INCOMETAX:-10% of basic If Basic pay is greater than20000.
- ➢ Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph, 3D and Pie chart for the following.

A	B	C	D	E	F
S.No.	Year	Pro1	Pro2	Pro3	Pro4
1	1989	1000	800	900	1000
2	1990	800	80	500	900
3	1991	1200	190	400	800
4	1992	400	200	300	1000
5	1993	1800	400	400	1200

11) Create a suitable examination database and find the sum of the marks(total) of each student and respective, class secured by the student.
- ✓ Pass – if marks in each subject >= 35
- ✓ Distinction- if average >= 75
- ✓ First class – if average >=60 but <75
- ✓ Second class – if average >=50 but l<60
- ✓ Third class – if average >=35 but <50
- ✓ Fail: if marks in any subject <35

12) Enter the following data in to the sheet.

Name	Department	Salary
Anusha	Accounts	12000
Rani	Engineering	24000
Lakshmi	Accounts	9000
Purnima	Marketing	20000
Bindu	Accounts	4500
Tejaswi	Accounts	11000
Swetha	Engineering	15000
Saroja	Marketing	45000
Sunitha	Accounts	5600
Sandhya	Engineering	24000

Harika	Marketing	8000

- ➤ Extract records for department in Accounts and Salary>10000
- ➤ Sort the data by salary with the department using "sort commands".
- ➤ Calculate total salary for each department using Subtotals

13) Enter the following data into the sheet.

	Raju	Rani	Mark	Rosy	Ismail	Reshma
English	76	89	43	51	76	87
2ndLang	55	85	78	61	47	33
Maths	65	82	34	58	52	65
Computers	45	91	56	72	49	56
Human Values	51	84	54	64	32	64

Applytheconditionalformattingformarks

- 35 below   Red
- 35 to 50   Blue
- 51 to 70   Green
- 71 to 100   Yellow

14) Create a presentation using templates.

15) Create a Custom layout or Slide Master for professional presentation.

16) Create a presentation with slide transitions and animation effects.

17) Create a table in PPT and apply graphical representation