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21BC109 OFFICE AUTOMATION LABORATORY

Course Description and Objectives:

This course is for learners who may or may not have used the Office suite but who want to achieve general Office proficiency.

- To know how to use the most common Microsoft Office programs
- To be able to create documents for printing and sharing
- To be able to create and share presentations
- To be able to manage and store data in a spreadsheet

Course Outcomes:

The student will be able to:

- Understand which tasks each of the major Office programs can perform.
- Independently create professional-looking documents, presentations, and spreadsheets.
- Familiar with some advanced Office functions, including Mail Merge (Word) and formulas (Excel).

Skills:

- To be proficient in important Microsoft Office programs
- To be able to create documents for reusability
- To be able to create and make presentations

Activities:
- Understand how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations.
- Claim Office proficiency.

Syllabus

MS-WORD
1. Text Manipulation: Write a paragraph about your institution and change the font size and type, Spell check, Aligning and justification of Text
2. Bio data: Prepare a Bio-data.
3. Find and Replace: Write a paragraph about yourself and do the following. Find and Replace - Use Numbering Bullets, Footer and Headers.
4. Tables and manipulation: Creation, Insertion, Deletion (Columns and Rows). Create a mark sheet.
5. Mail Merge: Prepare an invitation to invite your friends to your birthday party. Prepare at least five letters.

MS-EXCEL
1. Data Sorting-Ascending and Descending (both numbers and alphabets)
2. Mark list preparation for a student
3. Individual Pay Bill preparation.
4. Invoice Report preparation.

5. Drawing Graphs. Take your own table.

MS-POWERPOINT

1. Create a slide show presentation for a seminar.
2. Preparation of Organization Charts
3. Create a slide show presentation to display percentage of marks in each semester for all Students
4. Use bar chart (X-axis: Semester, Y-axis: % marks).
5. Use different presentation template different transition effect for each slide

TEXTBOOK:
Comdex Information Technology course tool kit Vikas Gupta, WILEY Dreamtech,2005
REFERENCE BOOKS:
1. The Complete Computer upgrade and repair book,3rd edition Cheryl A Schmidt, WILEY Dreamtech
2. Introduction to Information Technology, ITL Education Solutions limited, Pearson Education. PC Hardware and A + Handbook – Kate J. Chas PHI (Microsoft)