

Course Code: 106	Office Automation I	Credits: 02	Marks : 50 (Internal -50)
Course Outcomes	After completion of this course students will be able to – 1) Understand the document formatting tools through word application. 2) Prepare presentation using Power point application.		
Unit No			No. of Periods
I	<p><b>INTRODUCTION TO MS WORD:-</b> Types of OS, Files and Directories, Windows Operating Environment, Control Panel, Taskbar, Desktop Icons.</p> <p><b>Working with MS word</b> -Opening &amp; Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page &amp; setting Margins, Converting files to different formats, Importing &amp; Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets &amp; Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border &amp; Shading, Columns, Header &amp; footer, Setting Footnotes &amp; end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections &amp; frames, Anchoring &amp; Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date &amp; Time, Author etc., Creating Master Documents, Web page. Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes. Page layout &amp; view.</p> <p>Introduction to <b>Open Office-Writer</b> and preparing word documents in it.</p>		15
II	<p><b>INTRODUCTION TO MS POWER POINT:</b> Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation - Setting Presentation style, Adding text to the Presentation. Formatting a Presentation - Adding style, Colour, gradient fills, Arranging objects, Adding Header &amp; Footer, Slide Background, Slide layout. Adding Graphics to the Presentation Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. Adding Effects to the Presentation- Setting Animation &amp; transition effect. Printing Handouts.</p> <p><b>Open Office-Impress</b> - Creating Presentation, Saving Presentation Files, Master Templates &amp; Re-usability, Slide Transition.</p>		15
	Evaluation : 1) MCQ examination 20 Marks and Practical Examination 30 marks		
	<p>Books Recommended:</p> <ol style="list-style-type: none"> <li>1) Microsoft Office 2007 Bible - John</li> <li>2) Introduction to Information Technology - Alexis Leon, Mathews Leon, and Leena Leon, Vijay Nicole Imprints Pvt. Ltd., 2013.</li> <li>3) A Conceptual Guide to Open Office</li> <li>4) Computer &amp; Internet Basics Step-by-Step - Etc-end the Clutter –IP</li> <li>5) Open Office Basic:</li> </ol> <p>Websites:</p> <ol style="list-style-type: none"> <li>1) <a href="http://windows.microsoft.com/en-in/windows/msoffice-basics-alltopics">http://windows.microsoft.com/en-in/windows/msoffice-basics-alltopics</a></li> </ol>		