



Faculty of: Arts & Humanities
Course: Bachelor of Arts (History)
Semester: I
Subject Code: SEC201-1C
Subject Name: OFFICE AUTOMATION

Teaching & Evaluation Scheme:-

| Sr. No | Category | Subject Code | Subject Name | Teaching hours/Week | | | Credit hours | Credit Points | Evaluation Scheme/ Semester | | | | | | | | Total |
|--------|----------|--------------|-------------------|---------------------|----|----|--------------|---------------|-----------------------------------------|--------------------------------------|--------------------|----------|----------------------|----------|--------------------|----------|-------|
| | | | | Th | Tu | Pr | | | Theory | | | | Tutorial / Practical | | | | |
| | | | | | | | | | Continuous and Comprehensive Evaluation | | End Semester Exams | | Internal Assessment | | End Semester Exams | | |
| | | | | | | | | | Marks | Marks | Marks | Duration | Marks | Duration | Marks | Duration | |
| 6 | SEC | SEC201-1C | OFFICE AUTOMATION | 2 | - | -- | 2 | 2 | 15 05 05 | Test Assignme nt Attendance | 2 5 | 1 | -- | -- | -- | -- | 50 |

AIM :

- To know basic knowledge about DOS and Windows
- The student will able to work with MS OFFICE efficiently

UNIT-1. COMPUTER and DOS:

(3 Lectures)

- An overview of hardware, Input devices and Media, Output device and Media, Main Storage, Secondary storage, DOS basic commands DIR, MD, RD, CD, COPY, REN, DEL.

UNIT-2. INTRODUCTION TO WINDOWS

(3 Lectures)

- What is Windows?
- Introduction to windows and Advance Window Versions
- Windows Basic Control
- Working With Programs
- Managing Files and Folders
- Accessories of Windows

UNIT-3. MICROSOFT WORD.

(8 Lectures)

Creating a New Office Document

- Creating a Document Using a Wizard or Template
- Entering Text
- Turning on Paragraph marks on

Opening and Editing Documents

- Finding and Replacing Text
- Using Print Layout View, Outline View, Web Layout View

Making Documents Look Great

- Changing Font, Font Size, Boldfacing, Italicizing, Underlying, Expanding and Condensing Character spacing, Changing the Case of Text, Using special Font Effects
- Selecting Paragraphs, Using the ruler to Indent Paragraphs, Setting a Different First Line Indent, Indent Using paragraph Dialog Box, Double Spacing Paragraphs, Centering and Justifying Paragraphs, Setting tabs, Adding Bullets to Paragraphs, Setting Tabs, Adding bullets to Paragraphs, Numbering Paragraphs
- Changing the Page size and Orientation, Changing Margins, Setting up Headers and Footers, Creating Multiple Sections, Paginating the Document, Numbering Pages, Setting up Multiple Columns, Auto Formatting a Document
- Creating A tables, Drawing a table, Entering, Aligning, Totaling Data in a Table, Turning on Borders and Shading, Converting Text to Table and vice a versa

UNIT-4. MICROSOFT EXCEL

(8 Lectures)

Creating New Workbooks and Worksheets

- Moving within a sheet, Entering, Editing Cells, Filling an Entry Range, Auto filling a range, Entering a Simple Calculations, Building a Simple Formula, Summing Columns and Rows, Sum Function, Copying Formulas, Average Functions,
- Enlarging Columns and Rows, Inserting Rows and Columns, Inserting and Deleting Cells, Moving & Copying Data, Freezing the Headings

Building a Better Worksheet

- Enlarging Columns and Rows, Inserting Rows and Columns,
- Inserting and Deleting Cells, Moving & Copying Data, Freezing the Headings

Making Your Worksheet Look Great

- Choosing an AutoFormat, Formatting Text, Centering a Title Above a Range, Formatting numbers, Adding Borders & Shading to Range, Applying Conditional Formatting

From Numbers to Pictures

- All About Charts, Creating a Default Chart

UNIT-5. MICROSOFT POWERPOINT

(8 Lectures)

Creating New Presentation

- Using Auto content Wizard, Using a Design Template, Using Sample Presentation, Changing Views, Adding Slides
- Outlining the Presentation
- Creating Text Slides

Making Great Looking Presentation

- Selecting new design, Changing Color Scheme, Switching to Slide and Title Master Views, Changing the Background color and shading, Text Fonts, Header and Footer Information, Adding logo to Background, Reordering Slides, Duplicating and deleting Slides.
- Drawing shapes, lines, Adding Predefined shapes and Text boxes, Adding Shadows Showtime ! Presenting on Paper, In Person and on the Wave
- Adding Transition Effects, Adding Preset Animation, Creating Custom Animations, setting up the show, Displaying the Show.

Arrangement of lectures duration and practical session as per defined credit numbers:

| Units | Lecture Duration (In Hrs.) | | Calculation of Credits (In Numbers) | | Total Lecture Duration | Credit Calculation |
|--------------|-------------------------------|-----------|-------------------------------------------|-----------|------------------------------|-----------------------|
| | Theory | Practical | Theory | Practical | Theory+ Practical | Theory+ Practical |
| Unit – 1 | 03 | 00 | 2 | 0 | 03 | 2 |
| Unit – 2 | 03 | 00 | | | 03 | |
| Unit – 3 | 08 | 00 | | | 08 | |
| Unit – 4 | 08 | 00 | | | 08 | |
| Unit – 5 | 08 | 00 | | | 08 | |
| TOTAL | 30 | 00 | 2 | 0 | 30 | 2 |

Evaluation:

| Theory Marks | Practical Marks | Total Marks |
|--------------|-----------------|-------------|
| 50 | 00 | 50 |

Reference Books:

1. Learning Microsoft Office 2010 Khanna Books Publishing Co. (p) Ltd. Ramesh Bangia 9381068045
2. MS-OFFICE 2010 Training Guide Bpb S Jain 8183334067