



Faculty of: **Sciences and Life Sciences**

Course: **Bachelor of Science (Mathematics)**

Semester: **I**

Subject Code: **SEC201-1C**

Subject Name: **Office Automation**

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	10	Assignment	25	1	-	-	-	-	50

### AIM

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

### COURSE CONTENTS

#### 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 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.

#### **TEACHING METHODOLOGY**

- Conventional method (classroom blackboard teaching)
- ICT Techniques
- Teaching through the classroom, laboratory work
- Variety of learning styles and tools (PowerPoint presentations, audio-visual resources, e-resources, seminars, workshops, models)

#### **LEARNING OUTCOME**

The course aims at providing the students ample knowledge of computational skills which shall be of use in their academic as well as professional life

**ARRANGEMENT OF LECTURE DURATION AND PRACTICAL SESSION AS PER DEFINED CREDIT NUMBERS:**

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

## EVALUATION

Theory Marks	Practical Marks	Total Marks
<b>50</b>	<b>00</b>	<b>50</b>

## REFERENCE BOOKS

1. MS-OFFICE 2010 Training Guide Bps S Jain 8183334067
2. 'WORD 2000', Guy Hart Davis, BPB Publications (1999).
3. 'MS Office: Step by Step', Joyce Cox, Prentice Hall of India (2007).
4. 'Accessing and Analysing Data with MS EXCEL', Cornell, Prentice Hall of India (2007).
5. Learning Microsoft Office 2010 Khanna Books Publishing Co. (p) Ltd. Ramesh Bangia 9381068045