



Faculty of: **Science & Life Sciences**

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

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	2	1	--	--	--	--	50

**AIM :**

- To know basic knowledge about DOS and Windows
- The student will be 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
<b>Unit – 1</b>	03	00	2	0	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>	30	00	2	0	30	2

**Evaluation:**

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

**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
3. Learning Microsoft Office 2010 Khanna Books Publishing Co. (p) Ltd Ramesh Bangia  
9381068045