

OFFICE AUTOMATION

1. RATIONALE :

This course gives a practical introduction to the DOS and WINDOWS operating system .It makes the students proficient in the use of MS OFFICE packages namely WORD, EXCEL & POWER POINT , Basics of HTML which used to create sample web pages.

2. LABORATORY EXPERIENCES :

The laboratory experiences will be based on the following :

1. DOS

- 1.1 Introduction to DOS 6.22 and advanced versions
- 1.2 DOS basic controls
 - 1.2.1 DIR, MD, RD, CD, COPY, REN, DEL, EDIT commands
- 1.3 Customizing with DOS
- 1.4 Computer fundamentals

2. WINDOWS

- 2.1 What is Windows?
- 2.2 Introduction to windows and Advance Window Versions
- 2.3 Windows Basic Control
- 2.4 Working With Programs
- 2.5 Managing Files and Folders
- 2.6 Customizing With Windows
- 2.7 Accessories of Windows

3. MICROSOFT OFFICE.

- 3.1 How Office Works Menu, Toolbars and more
- 3.2 Offices and Internet
- 3.3 Getting Help from the office assistant

4. MICROSOFT WORD.

- 4.1 Creating a New Office Document
 - 4.1.1 Creating a Document Using a Wizard or Template
 - 4.1.2 Entering Text
 - 4.1.3 Turning on Paragraph marks on

- 4.2 Opening and Editing Documents
 - 4.2.1 Finding and Replacing Text
 - 4.2.2 Using Print Layout View, Outline View, Web Layout View
- 4.3 Making Documents Look Great
 - 4.3.1 Changing Font, Font Size, Boldfacing, Italicizing, Underlying, Expanding and Condensing Character spacing, Changing the Case of Text, Using special Font Effects
 - 4.3.2 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
 - 4.3.3 Finding And Replacing Formatting, Using Style, Choosing Text Style, Creating a Paragraph style, Modifying a paragraph Style, Creating a character style
 - 4.3.4 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
 - 4.3.5 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
- 4.4 Fancy Word Tricks
 - 4.4.1 Automatically Correcting Types, Inserting Symbols from the Wingdings Font, Using Auto text, Printing Envelopes, Saving a Document as a Template, Using Automatics Saves, Creating Form Letters using Mail Merge
 - 4.4.2 Inserting Hyperlinks, Editing Hyperlinks, Previewing a document as a web page, saving a document as a web page, using the web wizard to create a web site, formatting a document with a web theme.

5 MICROSOFT EXCEL

- 5.1 Creating New Workbooks and Worksheets
 - 5.1.1 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, Function Wizard
 - 5.1.2 Enlarging Columns and Rows, Inserting Rows and Columns, Inserting and Deleting Cells, Moving & Copying Data, Freezing the Headings
- 5.2 Building a Better Worksheet
 - 5.2.1 Enlarging Columns and Rows, Inserting Rows and Columns,

Inserting and Deleting Cells, Moving & Copying Data, Freezing the Headings

- 5.3 Making Your Worksheet Look Great
 - 5.3.1 Choosing an AutoFormat, Formatting Text, Centering a Title Above a Range, Formatting numbers, Adding Borders & Shading to Range, Applying Conditional Formatting
- 5.4 From Numbers to Pictures: All About Charts
 - 5.4.1 Creating a Default Chart, Creating a Chart using Chart Wizard, Modifying: Chart, Chart Type, Chart Area, Plot Area, Gridlines, Titles, Axes, Legend, a Data Series
 - 5.4.2 Adding data to a chart, adding data Tables and Trend lines
- 5.5 Extra Special Excel Tricks
 - 5.5.1 Changing to Another Sheet, Naming Sheets, Referring to Data From Other Sheets in Formulas, Consolidating to a Sheet, Naming Ranges, Auditing a Workbook, Seeking Goals, Tracking Changes, Reviewing Changes, Inserting Comments, Protecting and Sharing a workbook, merging workbooks
- 5.6 Making a Bill in Excel

6 MICROSOFT POWERPOINT

- 6.1 Creating New Presentation
 - 6.1.1 Using Auto content Wizard, Using a Design Template, Using Sample Presentation, Changing Views, Adding Slides
 - 6.1.2 Outlining the Presentation
 - 6.1.3 Creating Text Slides
- 6.2 Making Great Looking Presentation
 - 6.2.1 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.
 - 6.2.2 Drawing shapes, lines, Adding Predefined shapes and Text boxes, Adding Shadows and 3-D Effects, Making text conform to shapes, Grouping and Ungrouping Shapes, Rearranging and Rotating Shapes
- 6.3 Showtime ! Presenting on Paper, In Person and on the Wave
 - 6.3.1 Adding Transition Effects, Adding Preset Animation, Creating Custom Animations, setting up the show, Displaying the Show
- 6.4 Making on Organization Structure in Power Point
 - 6.4.1 Starting an organization chart, Entering names and Titles, Adding Members, Formatting the Boxes, Text and Lines, Rearranging the Org Chart, Finishing the Chart

7 INTRODUCTION TO HYPERTEXT MARKUP LANGUAGE

7.1 Tools required for creating an HTML Document

7.1.1 Notepad & Browser

7.1.2 Creating HTML Document

7.1.2.1 Document Structure Elements

<!DOCTYPE>, <HTML> ... </HTML>, <HEAD> ...</HEAD>, <BODY> </BODY>, <TITLE> ... </TITLE>

7.2 Formatting HTML Document

7.2.1 Character Formatting

7.2.2 Information Type Formatting

7.2.3 Block Formatting Elements

7.2.3.1 <ADDRESS>, , <BASEFONT>, HEADING <H1>.... <H6>,
, <CENTER>, <HR>, <MARQUEE>, <P> , <PRE>, , , ,<DL><DT>

7.3 Fonts and Colors

7.3.1 Adding Fonts

7.3.2 Adding Colors

7.4 Lists and Tables

7.4.1 Using Lists an HTML Document

7.4.2 Using Tables in an HTML Document

7.5 Hyperlinks

7.5.1 Creating Hyperlinks

7.6 Images

7.6.1 Inserting Images in an HTML Pages

8. REFERENCES :

1. Microsoft Office for windows ('O' Level DOEACC) By Sagman Pub: Pearson Education ISBN 81-7808-341-8
2. World Wide Web Design with HTML By C. Xavier TMH
3. Mastering MS OFFICE - 2000 COURTERTECHMEDIA Professional addition.
4. HTML and XML An Introduction NIIT PHI EEE
5. Personal Computer Software 'O' Level Modue-2 Part-II (MSWORD + EXCEL) by Er. V. K. Jain BPB Publication
6. Microsoft Office 2003 Bible By Edward C Willett Pub: Wiley Dreamtech
7. MS OFFICE - 2000 COURTERTECHMEDIA No experience required