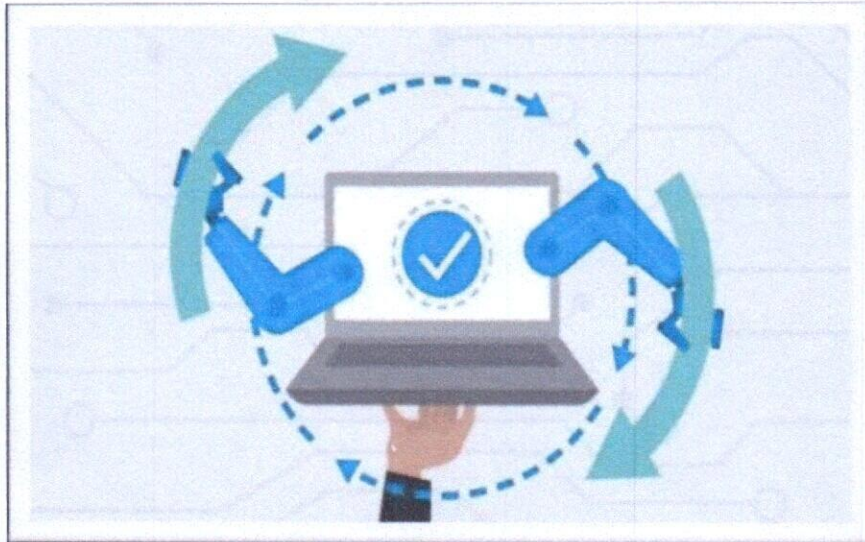**ANNEXURE 'C'**

IFTM UNIVERSITY

School of Computer Science & Applications

Office Automation Tools & Techniques

This subject aims to cover the handling of whole field of word processing. It also involves various tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications.

Module Objectives: This module intends to:

- ✓ Use file mangers, word processors, spreadsheets, presentation software's
- ✓ Describe the features and functions of the categories of application software.
- ✓ Present conclusions effectively, orally and in writing.
- ✓ Understand the dynamics of an office environment.
- ✓ Demonstrate the ability to apply application software in an office environment.
- ✓ Use Google Suite for office data management tasks.

Focusing on the above-mentioned objectives, a teacher's ability to improve technical skills can promote a positive development in students, by focusing on their competence, their tolerance to mistakes and their ability to set goals. So, the module has been designed by breaking down big tasks into easy steps and emphasizing the importance of mistakes in achieving success which can help students to avoid being overwhelmed by work or fearing failure.

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[Module Facilitator]

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Registrar
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Module Structure

Program Schedule: Office Automation Tools & Techniques

S.NO.	OBJECTIVES	COURSE CONTENT	HOURS
1	BASICS OF COMPUTER	**Introduction to Computer:** Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence – Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Palmtop Computer; **Memory:** Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk – **CPU:** Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card – Modem; Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port. Computer Networks: Data Communications –Types of Computer Networks – Local Area Networks & Wide Area Networks.	7
2	OPERATING SYSTEMS MS-WINDOWS	**Windows:** Definition of Operating System - Functions of OS - Types of OS. **Desktop icons and their functions:** My computer, My documents, Network neighborhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar – **Dialog Boxes:** List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box, **Task Bar** - System Tray - Quick launch tool bar - Start button – **Parts of Windows** -Title bar-Menu bar - Scroll bar-Status bar, Maximize, Minimize, close and Resize & Moving a Window – **Windows** - Start Menu –Help Menu- Preview Menu; **Logoff & Shutdown – Keyboard Accelerators**: Key board short keys or hotkeys – **Working with Notepad & WordPad:** Opening & Saving files, Formatting, Printing, inserting objects, Finding & replacing text, Creating & Editing Images with Microsoft paint, using the Calculator – Personalizing Windows.	7
		MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins,	

3	OFFICE APPLICATIONS – I MS OFFICE: MS-WORD	Converting files to different formats, Importing & 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 & Numbering. **Setting Page style** - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & 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, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. **Printing Documents –** Shortcut keys	6	
4	OFFICE APPLICATIONS - II MS OFFICE: MS-EXCEL	**MS Excel:** Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. **Entering & Deleting Data-** Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, **Setting Formula** - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae. **Formatting Spreadsheets-** Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working with sheets –** Sorting, Filtering, Validation, Consolidation, and Subtotal. **Creating Charts -** Drawing. **Printing. Using Tools –** Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization.	6	

| 5 | OFFICE APPLICATIONS - IV MS OFFICE: MS-POWER POINT | **MS Power point:** 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 & 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 & transition effect.
Printing Handouts, Generating Standalone Presentation viewer. | 4 |
| 8 | Review & Feedback | | 1 |