

B.Sc. Part –II Computer Science Optional (Semester– III)

Skill Enhancement Course (SEC-I)

Course Title: Office Automation-I

Credits: 02

Module	Content
I	<p>Introduction To MS-Office: Introduction to software packages, Components of MS-Office, Features of MS-Office.</p> <p>MS-Word : Introduction, Menus, Shortcuts, Document types, Working With Documents-Opening, Saving, Closing, Editing Document, Using Toolbars, Rulers, Help, Formatting Documents-Setting font, paragraph, Page Style-Setting foot notes, page break, Line break, creating sections and frames, Inserting clip arts, pictures, Setting document styles, Creating Tables-Settings, borders, alignments, Merging, splitting, sorting rows and columns, Drawing-Inserting, drawing, formatting, grouping, ordering, rotating pictures, Tools-Word completion, Spell check, Macros, Mail merge, Tracking Changes, Security, Printing Documents .</p>
	<p>MS-Power Point (15)</p> <p>Introduction, Opening new presentation, Presentation templates, presentation layout, Creating Presentation- Setting presentation style, adding text, Formatting- Adding style, color, gradient fills, arranging objects, adding header and footer, slide background, slide layout, Slide Show, Adding Graphics-Inserting pictures, movies, tables, Adding Effects-Setting animation and transition effects, audio and video, Printing handouts.</p>

Reference Books:

- _ Microsoft Office 2010 Bible- WILEY.
- _ Microsoft Office-Word 2007 inside out Microsoft Press Publication.
- _ Microsoft Office-Excel 2007 inside out Microsoft Press Publication.
- _ Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert.
- _ Microsoft Office-Power Point 2007 Plian and simple- Nancy Muir.

Practical Experiments based on paper SEC-I :

1. Practical Based on Formatting text.
2. Practical Based on Creating and using text.
3. Practical Based on inserting and formatting tables.
4. Practical Based on Mail Merge.
5. Practical Based on protecting a document.
6. Practical Based on Creating and slide (presentation).
7. Practical Based on formatting a slide.
8. Practical Based on to present a slide show.
9. Practical Based on Animation and Transition

B.Sc. Part –II Computer Science Optional (Semester– IV)

Skill Enhancement Course (SEC-II)

Course Title: Office Automation-II

Credits: 02

Module	Content
I	MS-Excel :Introduction, Spread sheet application, Menus, Tool bars and icons, Spreadsheet- Opening, saving, closing, printing file, setting margins, Converting file to different formats, spread sheet addressing, Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet, Computation Data- Setting formula, finding total in rows and columns, Functions Types- Mathematical, Group, string, date and time, Formatting Spread Sheet- Alignment, font, border, hiding, locking, cells, highlighting values, background color, bordering and shading, Working With Sheet- Sorting, filtering, validation, consolidation, subtotals, Charts-Selecting, formatting, labeling, scaling.

Reference Books:

- _ Microsoft Office 2010 Bible- WILEY.
- _ Microsoft Office-Word 2007 inside out Microsoft Press Publication.
- _ Microsoft Office-Excel 2007 inside out Microsoft Press Publication.
- _ Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert.
- _ Microsoft Office-Power Point 2007 Plian and simple- Nancy Muir.

Practical Experiments based on paper SEC-II :

1. Practical Based on Math operation.
2. Practical Based on conditional formatting.
3. Practical Based on remove duplicate entries.
4. Practical Based on converting file to different format .
5. Practical Based on insert date.
6. Practical Based on find number of rows and columns.
7. Practical Based on filtering.