

Certificate Course in Open Office (Apache)
CCOO-01T: Word Processing

MAX. MARKS: 100

EXTERNAL: 70

INTERNAL: 30

PASS: 40%

CREDITS: 6

OBJECTIVE:

Objective of this paper is to equip with skills of word processing, word processor, text formatting.

Section - A

Unit I: Introduction to Word Processing, Development of the Word Processor, Design considerations for word processed documents, OpenOffice suite's word processing application/Writer, Opening and Closing Writer, Creating, opening and closing documents, Working with multiple documents, Saving documents, Save an existing file under another name, Save different Versions

Unit II: Locating the components of the Writer window, Writer toolbars and ruler, Adjusting the application settings, Adding content to Writer Documents, Working with text, Editing Content

Section - B

Unit III: Formatting Documents, Text Formatting, Paragraph Formatting, Text alignment, Tabs and its types, Placing text at the tab position, Paragraph spacing, Working with lists, Paragraph borders and shading, Creating and Applying Styles

Unit IV: Adding tables, Adding data to a table, Deleting a table, Add and delete columns and rows, Modifying columns and rows, Images, Inserting images, Modifying images, Resize an image and charts

Unit V: Mail Merge, Preparing the documents, Creating the main document, Creating the data source, Document formatting