Office Automation Tools

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

Section A

Unit I: Word processing: Formatting a Document, Using AutoCorrect, Proofing a Document with Spell and Grammar Check, Finding and Replacing Text, Improving the Look of a Document, Inserting Graphics, Inserting Table

Unit II: Adding comments to a document, Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document.Mail Merge

Unit III: Select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents

Unit IV: Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document

Section B

Unit V: Formatting Text: Using RIGHT, LEFT, and MID functions; format text by using UPPER, LOWER, and PROPER functions

Unit VI: SPREADSHEET PACKAGE: Introduction to Spreadsheets, Using Formulas in Excel, Understanding Cell Referencing in Excel, Editing a Worksheet, Formatting and Printing a Worksheet

Unit VII: Use of Simple Statistical Functions, What-if Analysis and Data Tables in Excel, Working with Graphs and Charts.

Unit VIII: PRESENTATION PACKAGE: Introduction to PowerPoint, Different Views of a Presentation, Editing a Presentation, Adding Special Effects in a presentation.

Suggested Reading:

1. Archana Kumar, Computer Basics with Office Automation, 2013
2. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
3. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition