

## OFFICE AUTOMATION (LAB) (CREDITS: 2)

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 40%**

The programs in lab will be based on the contents covered in the theory syllabus.

1. Create, open, save and close a document.
2. Typing, coping, moving and deleting a word document.
3. Cut and copy, paste and paste special, save and save as
4. Text formatting: font size, font style, font color, subscript, superscript, upper/lower case etc.
5. Text alignment and character spacing
6. Indention and line spacing
7. Border and shading
8. Bullets and numbering
9. Find and replace and data sorting in a word document
10. Protect the document
11. Add chart in a word document. Create different types of charts in word document.
12. Size, margin, orientation of the page, hyphenation, columns and line numbers in word document.
13. Page color, page border, themes and watermarks in word document.
14. Adding tables, headers/footers, pictures, page numbers, special symbols, text box in word document.
15. Showing ruler, gridlines, document map, thumbnails, inserting word art, drop cap, hyperlink, and equation in word document.
16. Arranging, splitting windows in MS word.
17. Mail merge in MS word.
18. Create and run macros in MS word.
19. Set the print properties in word document.
20. Create, open, save and close a workbook.
21. Create a new worksheet, renaming, and moving sheet.
22. Entering, copying, moving and deleting data in cells and worksheets.
23. Insert and delete cells, columns and rows in MS Excel.
24. Formatting of data in cells.
25. Text formatting (font size, font style, font color, cell border etc.)
26. Text alignment

27. Text orientation, text direction, text control
28. Find and replace data in a sheet
29. Perform data sorting and data filtering in MS Excel.
30. Protect your worksheet and workbook.
31. Enter and perform some basic formulas in MS Excel.
32. Perform some basic functions in MS Excel.
33. Create different types of charts in MS Excel.
34. Set a size, margin, orientation of page in MS Excel.
35. The print properties of a worksheet in MS Excel.
36. Hide and unhide row and column in MS Excel.
37. Set column width and row height in MS Excel.
38. Adding text box, header/footers, pictures and special symbols in worksheet.
39. Arranging, splitting and hiding windows in MS Excel. And also freezing panes.
40. Create and run macros in MS Excel.
41. Create five Power point slides. Each slide should support different format. In these slides explain areas of applications of IT. Make slide transition time as 10 seconds.
42. Create five Power Point slides to give advantages/disadvantages of computer, application of computers and logical structure of computer.
43. Create five Power Point slides detailing the process of internal assessment. It should be a self-running demo.