ADD-ON COURSE

(Certificate Course on Office Automation)

The department of Computer Application introduced the Add-on Course on "Certificate Course on Office Automation" in the year 2022.

Duration of the course: 6 months

Eligibility: 10+2 pass

Objectives of the Course:

The course aims to provide basic knowledge such as

- Knowledge of computer operation, hardware and software, and operating system
- Word Processing, creating, editing and saving documents
- Knowledge of electronic spreadsheets
- Knowledge of PowerPoint presentation
- Basic knowledge of Internet and email, web browsing, downloading and uploading etc.

Course Outcome:

After completion of the course students will be able to

- Operate a computer without error.
- Create, Save and print documents.
- Use Electronic spreadsheets for creating simple databases.
- Prepare useful presentations using PowerPoint.
- Surfing the Internet for necessary information.
- Send and receive e-mails.

Syllabus

Certificate Course on Office Automation

Course Duration: 6 Months [100 hours]

Unit I:

Introduction to Computing – Definition of Computer; Data, Processing and Information; Characteristics of computers; Block diagram and components of computer system; Hardware and Software; Printer and Scanner.

Unit II:

Introduction to Operating system – What is an OS; Functions of OS; Types of OS; Introduction to Windows XP – Visiting the Windows desktop – Taskbar, Start Menu, Shortcut menus, My Computer, Recycle Bin, Getting help, Shutting Down Windows; Working with files and folders; Running a program; Controlling the Control Panel.

Unit III:

Word Processing – Introduction to word processing, Features, Creating, Saving and Closing a document, Opening an existing document, Editing a document, Formatting features – Paragraph formats, Aligning text and paragraph, Border and shading, Header and Footer, Bullet and numbering, Inserting and editing a table, Inserting picture, Checking and spelling correction, Page setup, Print Preview, Printing a document, Mail merge, document template and wizard.

Unit IV:

Spreadsheet – Introduction to spreadsheet, Creating, saving and editing a workbook, Inserting and deleting worksheets, Opening and moving around in an existing worksheet, Working with formula and cell referencing, Functions, Working with ranges, Format feature – Auto format feature, changing alignment, character styles, date format, boarder and colours etc., Previewing and Printing a worksheet, Creating charts & Graphs, macro.

Unit V:

Presentation Tools – Creating and saving presentation, opening an existing presentation, working in different views, working with slides, Adding and formatting texts, formatting paragraphs, checking spelling and correcting typing mistakes, adding clip art and other pictures, Inserting Animation, Designing slide shows, running and controlling slide show, Printing presentation.

Unit VI:

Concept of Internet & E-mail – WWW and web sites, Web browsing software, Surfing the Internet, Printing and saving of web pages, Downloading and uploading, Introduction to electronic mail, e-mail addressing, mailbox – Inbox and Outbox.