

## SEMESTER-II

### COURSE 4: OFFICE AUTOMATION TOOLS

Theory

Credits: 3

3 hrs/week

#### **Course Objectives:**

The objective of this paper is to help students to acquire knowledge on the environment of GUI in Ms-Word and its features. To introduce the fundamentals concepts of using Ms-Word and its features to make it more useful and provide hands on use of Word, Excel and PowerPoint.

#### **Learning Outcomes:**

The students will be able:

Understand concept of Word Processor and use its features. To use the advanced features of Ms-Word to make day to day usage easier. To work comfortably with Ms-Excel Environment. To create work sheets and user advanced feature of Excel. To create make presentations and inserting multimedia in them.

**Unit 1: Introduction to MS Office & MS Word:** MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying & moving data, Formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, Using format painter, Page formatting, Header & footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command, proofing text (Spell-check, Auto correct),

#### **Case Study:**

1. Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
2. Create a document to share your experience of your recent vacation with family.

**Unit 2: MS Word Advanced features:** Difference between Wizard and Template - Customize the Quick Access Tool Bar – Macros: Purpose – Creating Macro – Using Macro – Storing Macro - ,Inserting pictures: From Computer, Online Pictures – Insert 3d Models - Insert Shapes – Insert Text Box – Insert Equation, Hyperlinks, Tables Insert tables Mail merging, Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

#### **Case Study:**

1. Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.
2. Create a document to create Time Table of you class using tables.

**Unit 3: Introduction to MS Excel & Its features:** MS-Excel: Excel Features, Spreadsheets, workbooks, creating, saving & editing a workbook, Renaming sheet, cell entries (numbers, labels, and formulas), spell check, find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort, Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM,AVERAGE,COUNT, MAX,MIN, IF),

**Case Study:**

1. Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.

**Unit 4: Ms-Excel Advanced Features:** Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu

**Case Study:**

1. Prepare a chart with height and weights of you class mates in atleast 3 types of charts.
2. Demonstrate the use of Filter with the attendance data of your class.

**Unit 5: Ms-PowerPoint and its Applications:** MS-Power Point: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout, using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding cliparts and auto shapes. Various presentation, Working in slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show, Printing slides.

**Case Study:**

1. Prepare a presentation with your achievements and experiences in College.

**Text Books:**

1. Computer Fundamentals–Pradeep.K.Sinha:BPBPublications.
2. Fundamentals of Computers -ReemaThareja, Oxford University Press India

**Reference Books:**

1. Fundamentals of Computer – V . Rajaraman, Printice Hell of India.
2. Introduction to Computers–Peter Norton McGraw-Hill.

## SEMESTER-II

### COURSE 4: OFFICE AUTOMATION TOOLS

Practical

Credits: 1

2 hrs/week

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#### LIST OF EXPERIMENTS

- 1) Design a visiting card for Managing Director of a company as per the following specification.
  - o Size of visiting card is  $3\frac{1}{2} \times 2$
  - o Name of the company with big font
  - o Phone number, Fax number and E-mail address with appropriate symbols.
  - o Office and Residence address separated by a line
- 2) Create a table with following columns and display the result in separate cells for the following
  - o Emp Name, Basic pay, DA, HRA, Total salary.
  - o Sort all the employees in ascending order with the name as the key
  - o Calculate the total salary of the employee
  - o Calculate the Grand total salary of the employee
  - o Finding highest salary and
  - o Find lowest salary
- 3) Prepare an advertisement to a company requiring software professional with the following
  - o Attractive page border
  - o Design the name of the company using WordArt
  - o Use at least one clipart.
  - o Give details of the company (use bullets etc)
  - o Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators)  
qualification required.
- 4) Create a letter having following specifications

- o Name of the company on the top of the page 2 with big font and good style
- o Phone no, Fax no and E-mail address with symbols.
- o Main products manufactured by the company
- o Slogans if any should be specify in bold at the bottom

5) Create two pages of curriculum vitae of a graduate with the following specifications

- o Table to show qualifications with proper headings
- o Appropriate left and right margins
- o Format 1/2 page using two-column approach about yourself
- o Name on each page at the top right side
- o Page no. in the footer on the right side.

6) Write a macro format documents below

- o Linespacing "2" (double)
  - Paragraph indent of 0.1
  - Justification formatting style
  - Arial font and Bold of 14pt-size

7) Create a letter as the main document and create 10 records for the 10 persons use mail merge to create letter for selected persons among 10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the into octal, Hexa decimal and binary numbers and vice-versa.

Decimal Numbers: 35, 68, 95, 78, 165, 225, 355, 375, 465

Binary Numbers: 101, 1101, 11101, 11111, 10001, 11101111

9) Calculate the net pay of the employees following the conditions below.

	A	B	C	D	E	F	G	H	I
1	Employee	Employee	Basic	DA	HRA	GPF	Gross	Income	Net
2									

DA: -56% of the basic pay if Basic pay is greater than 20000 or else 44%.

HRA:-15%oftheBasicpaysubjecttomaximumofRs.4000.

GPF: -10%ofthebasicpay.

INCOMETAX:-10%ofbasicifBasicpayisgreaterthan20000.

Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph, 3D

and Pie chart for the following.

A	B	C	D	E	F
S.No.	Year	Pro1	Pro2	Pro3	Pro4
1	1989	1000	800	90	1000
2	1990	800	80	50	900
3	1991	1200	190	40	800
4	1992	400	200	30	1000
5	1993	1800	400	40	1200

11) Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student.

Pass: if marks in each subject  $\geq 35$

Distinction :if average  $\geq 75$

First class :if average  $\geq 60$  but  $< 75$

Second class: if average  $\geq 50$  but less than 60

Third class: if average  $\geq 35$  but less than 50

Fail: if marks in any subject  $< 35$

12) Enter the following data into the sheet.

Name	Department	Salary
Anusha	Accounts	12000
Rani	Engineering	24000
Lakshmi	Accounts	9000
Purnima	Marketing	20000
Bindu	Accounts	4500
Tejaswi	Accounts	11000
Swetha	Engineering	15000
Saroja	Marketing	45000
Sunitha	Accounts	5600
Sandhya	Engineering	24000
Harika	Marketing	8000