

DEPARTMENT OF COMPUTER APPLICATION

CERTIFICATE COURSE : LFCCBCA02 OPEN OFFICE TOOLS

SYLLABUS

Contact hours /week:3(1T+2P)

Number of contact hours:30

Unit I

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer. Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port. Computer Networks: Data Communications –Types of Computer Networks – Local Area Networks & Wide Area Networks.

UNIT II

Linux: Linux Programming & Administration: Introduction to Linux – Features of Linux – Components of Linux – Linux process and Thread Management – File Management System; Linux Commands and Utilities – cat, tail, cmp, diff, wc, sort, mkdir, cd, rmdir, pwd, cp, more, passwd, who, whoami, mv, chmod, kill, write, wall, merge, mail, news – pipes, filters and redirection utilities; System Administration: Installing Linux – Booting the system – Maintaining user accounts – File systems and special files – Backups and restoration.

UNIT III

OPEN OFFICE - WRITER: Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents - Operating with MS Word documents.

UNIT IV

OpenOffice-Calc - Introduction – Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts – Operating with MS Excel documents, which are already created and saved in MS Excel.

References

- Open Office Basic: An Introduction, James Steinberg
- OpenOffice.org 3 Writer Guide (PDF)