

## **Open Courses (XXX5DXX)**

### **BCS5D01 Introduction to Computers and Office Automation**

**Course Number: 29**

**Contact Hours per Week: 3 T**

**Number of Credits: 3**

**Number of Contact Hours: 48 Hrs.**

**Course Evaluation: Internal – 15 Marks + External – 60 Marks**

**Objective :-** To learn Office Automation.

**Prerequisites :-**Basic knowledge in Computer & Internet.

#### **Course Outline**

**Unit I [12T]:-** Introduction to Computers: Types of Computers - DeskTop, Laptop, Notebook and Netbook. Hardware: CPU, Input / Output Devices, Storage Devices – System - Software - Operating Systems, Programming Languages, Application Software - Networks - LAN, WAN - Client – Server

**Unit II [12T]:-**Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features - Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

**Unit III [12T]:-**Electronic Spread Sheet (Open Office Calc/MS-Excel) - Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.

**Unit IV [12T]:-** Presentation using (OpenOffice Impress/MS-Power Point): Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

**References:** 1. Michael Miller, Absolute Beginner's Guide to Computer Basics, Prentice Hall. 2. Russell A. Stultz, Learn Microsoft Office, BPB Publication. 3. H.M.Deitel, P. J. Deitel, et al., Internet & World Wide Web - How to program, Prentice Hall