

CERTIFICATE COURSE

DEPARTMENT OF COMPUTER SCIENCE

Course name: LFCCCMS02 OFFICE AUTOMATION

Type: An Advanced Learner's Programme

Objectives:

- To make students learn office automation techniques.
- To learn basic text editing and presentation tools

Course outcomes

The students will be able to:

- Make small presentations.
- Make spreadsheets
- Make word documents

Course Duration: 30 hrs (Theory: 12 hours + Practical: 18 hours)

SYLLABUS

UNIT I

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

UNIT II

Electronic Spread Sheet(OpenOfficeCalc/MS-Excel) - Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts

UNIT III

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

REFERENCE BOOKS

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.