

Course Code	Course Title	C	H	I	E	T
17U3MAC1	ANCILLARY CCM – I: OFFICE AUTOMATION	1	2	25	75	100

Learning Objectives

- To enable the students to study MS Office and to enrich the practical knowledge in MS Office.

Learning Outcomes

After successful completion of this course, students will be

- Able to perform documentation and presenting skills.
- Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, Database Applications and Presentation Graphics Applications.

Unit I MS Word

Introduction to MS Word, Starting word – Creating a Document – Saving and Printing a document – Move and Copy Text – Smart Cut and Paste – Quickly Opening Recently Used Files – Copying Text to Another File – Formatting Text – Using Bullets and Numbering in Paragraphs – Finding Text – Replace Command – Checking Spelling and Grammar – Using Auto Correct to Automatically Fix Typing Errors .

Unit II MS Word (Continued)

Enhancing a Document – Page Setup – Inserting Page Breaks – Looking at a Document in Different Views – Adding Borders and Shading to Paragraphs – Using Headers and Footers in the Document – Print Preview – Print Options – Creating Tables – Formatting a Table – Using Table Autoformat to Format a Table – Calculations in a Table – Using Mail Merge.

Unit III MS Excel

Introduction to Worksheet and MS Excel – Getting Started with Excel – Editing Cells and using Commands and Functions – Excel Functions – Range – Moving and Copying, Inserting and Deleting Rows and Columns – Formatting a Worksheet – Formatting Numbers.

Unit IV MS Excel (Continued)

Creating Charts – Resizing and Moving the Chart – Changing the Chart Type – Controlling the Appearance of a Chart – Updating, Modifying and Deleting a Chart – Previewing and Printing

Charts – Using Date and Time in a Worksheet – Naming Ranges and Using Statistical, Math Functions.

UnitV Power Point

Power Point – Creating a Presentation – Power Point Views – Running a Slide Show – Printing a Presentation.

Text Book:

1. R K Taxali, PC Software for Windows 98 Made Simple, 2015, McGraw Hill Education Pvt. Ltd.

Chapters : 9(9.4 – 9.7), 11(11.1 – 11.5),12(12.1, 12.4), 13(13.2-13.4,13.7),15(15.1-15.4, 15.6,15.7,15.9),16(16.1-16.4),18, 20, 21, 22(22.1-22.5), 23, 24(24.2-24.4), 26, 27(27.2 – 27.5, 27.7,27.8), 28(28.1-28.6), Annexure B

Reference Books:

1. Jodi Davenport, Critch Greaves, Michael Groh and Eruce Hall berg, Inside Microsoft Office Professional , 1994, New Riders Publications.
2. CloriaMadumere, 3 – IN – 1 Microsoft Word, Powerpoint and Excel 2010, First Edition 2016, Create space Independent Publishing Platform.