

VOCATIONAL COURSE
ON
OFFICE AUTOMATION USING MS OFFICE

Title of the course : Office Automation Using MS-Office

Duration : 6 months

UNIT	TOPIC	GENERAL/SKILL DEVELOPMENT	THEORY/PRACTICAL/ INTERSHIP/TRAINING	NO. OF THEORY HOURS	NO. OF SKILL HOURS
UNIT 1	BASICS OF COMPUTER Introduction to Computer, Memory, CPU, I/O Device, Computer Network	General	Theory	4	
UNIT 2	OPERATING SYSTEMS MS-WINDOWS Operating System, Windows Desk top – GUI, Desktop icons and their functions Dialog Boxes, Task Bar, Parts of Windows, key board short keys of hotkeys	General	Theory	4	
	Working with Notepad & Word Pad	Skill Development	Practical		5
UNIT 3	OFFICE APPLICATIONS-I	General	Theory	2	
	<ul style="list-style-type: none"> ➤ Creating , Editing, Saving and printing text documents ➤ Font and Paragraph formatting ➤ Simple character formatting ➤ Inserting tables, Smart art, Page breaks ➤ Using lists and styles ➤ Working with images ➤ Using Spelling and Grammar check ➤ Understanding document properties ➤ Mail merge 	Skill Development	Practical		10
UNIT 4	OFFICE APPLICATIONS-II, MS-EXCEL	General	Theory	2	

	<ul style="list-style-type: none"> ➤ Spreadsheet Basics ➤ Creating, editing, saving and printing spreadsheet ➤ Working with functions & formulas ➤ Modifying worksheets with colour & auto formats ➤ Graphically representing data: Charts & Graphs ➤ Speeding data entry: Using Data Forms ➤ Analyzing Data: Data Menu, Sub total, Filtering Data ➤ Formatting work-sheets ➤ Securing & Protecting Spreadsheets 	Skill Development	Practical		10
UNIT 5	OFFICE APPLICATION-III MS OFFICE: MS-ACCESS	General	Theory	2	
	<ul style="list-style-type: none"> ➤ MS-Access: Introduction ➤ Planning a Database ➤ Access Screen ➤ Creating a New Database ➤ Creating Tables ➤ Working with Forms ➤ Creating queries ➤ Finding Information in Databases ➤ Types of Reports ➤ Printing & Print Preview ➤ Importing data from other database viz, MS Excel etc. 	Skill Development	Practical		10
UNIT 6	OFFICE APPLICATION-IV	General	Theory	2	

	MS-OFFICE: MS-POWERPOINT				
	<ul style="list-style-type: none"> ➤ Opening, Viewing, Creating and Printing slides ➤ Applying auto layouts ➤ Adding custom animation ➤ Using slide transitions ➤ Graphically representing data: Charts & Graphs ➤ Creating Professional Slide for Presentation 	Skill Development	Practical		10
UNIT 7	INTERNET & ADVANCED COMMUNICATION	General	Theory	4	
	<ul style="list-style-type: none"> ➤ Understanding how to search/Google ➤ Internet and Web Browsers ➤ Bookmarking and Going to a specific website ➤ Copy and Paste Internet content into your word file and emails ➤ Understanding social media platforms such as Facebook & Many more ➤ Learn with best practices 	Skill Development	Practical		10

Suggested Readings:

1. Fundamentals of computers- V. Rajaraman- Prentice- Hall of India
2. Microsoft Office 2007 Bible- John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aiken and Lisa A. Bucki- Wiley India Pvt. Ltd.

3. The complete reference Linux- Richard Peterson- Tata McGraw- Hill Edition 4. A Conceptual Guide to Open Office.org
4. R. Gabriel Gurley- Create Space Independent Publishing Platform, 2008
5. Introduction to Information Technology- Alexis Leon, Methews Leon and Leena Leon, Vijay Nicole imprints Pvt. Ltd. 2013.
6. Computer Fundamentals- P.K. Sinha Publisher: BPB Publications
7. Operating System Concepts- by Abraham Silberschatz, Greg Gagne and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29,2008)
8. Computer Networking 6th edition- J. F. Kurose and K.W. Ross- Pearson
9. Data Communications and Networking- Behrouz A. Forouzan, 2nd Edition- McGraw Hill Education
10. Discovering the Internet: Complete- Shelly Cashman 4th Edition- Course Technology
11. Computer & Internet Basics Step-by-Step – Etc-end the Clutter- Infinity Publishing
12. <https://en.wikipedia.org>
13. <https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf> (For EduBOSS3.0)
14. <https://wiki.openoffice.org/wiki/Documentation>
15. <http://windows.microsoft.com/en-in/windows/windows-basics-all-topics>