

**OFFICE AUTOMATION**

**COURSE CODE: MOOCCSE-A05**

**DURATION: 04 Weeks**

**Course Prerequisites:**

Basic Programming fundamentals

**Learning Outcomes:**

1. Office Automation Concepts
2. MS Word
3. MS PowerPoint
4. Basics of MS Excel
5. Internet Basics

**Course Description:**

Introduces the basic features of Microsoft Office. Develops familiarity with Word, Excel, PowerPoint, email & Internet basics. Learners use Microsoft Office programs to create personal, academic & business documents.

**COURSE DETAILS**

**MODULE 1: (MS-WORD)**

**TOPIC 1: (Working with Documents)**

- Lecture 1.1: (How to Create & Add Text in Word File)
- Lecture 1.2: (How to Save File)
- Lecture 1.3: (How to Open and Selecting Text in Word Document)
- Lecture 1.4: (Cut, Copy, Paste)
- Lecture 1.5: (Find and Replace)
- Lecture 1.6: (Undo and Redo)

**TOPIC 2: (Formatting Documents)**

- Lecture 2.1: (Type Face - Bold, Italic, Underline, Subscripts)
- Lecture 2.2: (Text Effects- Font, Text Highlight Colour, Font Colour, Font Style, Font Size, Increase Font Size and Decrease Font Size)
- Lecture 2.3: (Styles, Alignments, Bullets, Numbering & Multilevel list)
- Lecture 2.4: (Increase Indent and Decrease Indent)
- Lecture 2.5: (Change Case- Sentence Case, Lowercase, UPPERCASE, Capitalised Each Word, Toggle Case)

**TOPIC 3: (Setting Page Style)**

- Lecture 3.1: (Formatting Page)
- Lecture 3.2: (Tab Stops)
- Lecture 3.3: (Margins, Border & Shading, Columns)
- Lecture 3.4: (Header & Footer)

**TOPIC 4: (Creating Tables)**

- Lecture 4.1: (Inserting Table & Draw Table - How to do Settings (Borders, Alignments, Insertion, deletion, Merging, Splitting)
- Lecture 4.2: (How to Add Excel Spreadsheet and Quick Tables)

**TOPIC 5: (Page Background)**

- Lecture 5.1: (Watermark, Page Colour & Page Borders)
- Lecture 5.2: (Proofing and Speech)
- Lecture 5.3: (Print and Export a File)
- Lecture 5.4: (How to Print and Export a File?)

**MODULE 2: (MS-PowerPoint)**

**TOPIC 1: (Introduction to Presentation)**

- Lecture 1.1: (How to Create a New Presentation)
- Lecture 1.2: (How to Open and Save Presentation)
- Lecture 1.3: (Selecting Backgrounds)
- Lecture 1.4: (Different Presentation Templates)
- Lecture 1.5: (Selecting Presentation Layouts)

**TOPIC 2: (Creating a Presentation)**

- Lecture 2.1: (Setting Presentation style)
- Lecture 2.2: (Adding text to the Presentation)

**TOPIC 3: (Formatting a Presentation)**

- Lecture 3.1: (Adding Style, Colour, Gradient fills)
- Lecture 3.2: (Arranging Objects, Adding Header and Footer)

**TOPIC 4: (Adding Graphics to Presentation)**

- Lecture 4.1: (Insert Pic)
- Lecture 4.2: (Insert Table)

**TOPIC 5: (Adding Effects to Presentation)**

- Lecture 5.1: (Setting Animation)
- Lecture 5.2: (Transition Effect)

**MODULE 3: (MS-EXCEL)**

**TOPIC 1: (Basics of MS-Excel)**

- Lecture 1.1: (Excel Screen and How to create a Workbook)
- Lecture 1.2: (Spreadsheet, Rows & Columns, Cells, Scroll Bar)
- Lecture 1.3: (How to zoom in & zoom out in Workbook, Formula Bar, Sheets & Selecting Ranges)
- Lecture 1.4: (Simple Data Entry)
- Lecture 1.5: (Saving Workbook Formats)

**TOPIC 2: (Formatting Workbook)**

- Lecture 2.1: (Setting Font Styles in Workbook)
- Lecture 2.2: (Setting Alignments in Workbook)
- Lecture 2.3: (How to Merge & Centre Cells)

**TOPIC 3: (How to work with Cells)**

Lecture 3.1: (How to Insert and Delete Cells)

Lecture 3.2: (Basic Formula used in Excel (Add, Subtract, Multiply, Divide, Sum, Average, Count, Min, Max and Current time))

**MODULE 4: (Internet & Mail)**

**TOPIC 1: (Introduction of Internet & Mail)**

Lecture 1.1 (Basics of Internet)

Lecture 1.2 (How to send a Mail)

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