

OFFICE AUTOMATION SOFTWARE (CCA-103)

COURSE OUTLINE:

1. WORD PROCESSING:

An Introduction, Formatting a Document, Using AutoCorrect, Proofing a Document with Spell and Grammer Check, Finding and Replacing Text, Improving the Look of a Document, Inserting Graphics, Inserting Table, Mail Merge.

2. SPREADSHEET PACKAGE:

Introduction to Spreadsheets, Using Formulas in Excel, Understanding Cell Referencing in Excel, Editing a Worksheet, Formatting and Printing a Worksheet, Use of Simple Statistical Functions, What-if Analysis and Data Tables in Excel, Working with Graphs and Charts.

3. PRESENTATION PACKAGE:

Introduction to Powerpoint, Different Views of a Presentation, Editing a Presentation, Adding Special Effects in a presentation.

DETAILED SYLLABUS:

1. WORD PROCESSING:

(15 MARKS)

An Introduction (Introduction, The Word Screen, Creating documents, Editing documents, Printing documents, Quitting documents), **Formatting a Document** (Text style, Changing the font type and size, Alignment of text, Formatting paragraphs with line of paragraphs with line of paragraph spacing, Adding headers, footers and page numbers), **Using AutoCorrect** (Introduction to AutoCorrect, Using AutoCorrect), **Proofing a Document with Spell and Grammer Check** (Spell and grammer check the entire document, Readability statistics, Using the thesaurus, Using word count), **Finding and Replacing Text** (Replacing occurances of text, Finding and replacing formatting), **Improving the Look of a Document** (Adding borders and shading, Bullets and numbering, page setting, Format painter, Inserting symbols, Using supersript and subscript), **Inserting Graphics** (Inserting a graphic, Inserting WordArt), **Inserting Table** (Understanding tables, TableAutoFormat), **Mail Merge** (The basic concept of merging documents, Working with master documents, Merging documents)

2. SPREADSHEET PACKAGE:

(15 MARKS)

Introduction to Spreadsheets (Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel), **Using Formulas in Excel** (Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook), **Understanding Cell Referencing in Excel** (Relative referencing, Absolute referencing, Mixed referencing), **Editing a Worksheet, Formatting and Printing a Worksheet** (Formatting a worksheet, printing a worksheet), **Use of Simple Statistical Functions** (Statistical functions, Adjusting the worksheet size, Conditional function), **What-if Analysis and Data Tables in Excel** (What-if analysis, Data tables, Creating a one-variable data table, Creating a two-variable data table), **Working with Graphs and Charts** (Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts)

3. PRESENTATION PACKAGE:

(10 MARKS)

Introduction to Powerpoint (An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting stated, Creating a presentation), **Different Views of a Presentation** (Opening an existing presentation, Switching views), **Editing a Presentation** (Adding slides, Deleting slides, Rearranging slides, Changing the presentation design, Changing slide layouts, Printing a presentation), **Adding Special Effects in a presentation** (Inserting pictures from files,

Animating slides, Adding sound effects, Setting slide timings, Rehearse timings, Grouping and ungrouping pictures)

PRACTICALS:

(40 - Marks)

(Software : Office 2003)

I. WORD PROCESSING:

(15 - Marks)

1. Basic Typing Practice
2. Business Letter Design
3. Resume Letter Design
4. Table Design (Simple to Advanced Level)
5. Crossword Design
6. Newsletter Design (Simple to Advanced Level)

II. SPREADSHEET:

(15 - Marks)

1. Table Design (Simple to Advanced Level)
2. Addition, Subtraction, Multiplication, Division, Percentage Manipulation
3. Chart or Graph Design
4. Sorting

III. POWERPOINT:

(10 - Marks)

1. Slide Presentation (Simple to Advanced Level)
2. Animation, Slide Transition, Effects

TEXT BOOK:

1. **Computers Ahead CBSE Class IX**, Rajiv Mathur, Orient BlackSwan. Reprinted Edition 2010.

SUGGESTED FURTHER READINGS:

1. **IT TOOLS AND BUSINESS SYSTEMS** – First Edition 2010, Third Revised and Updated Edition 2012. Reprinted 2013. Satish Jain, Shshank Jain, Shshi Singh, and M. Geetha Lyer, BPB Publications.
2. **Microsoft Office 2000 Training Guide** – Karl Schwartz, BPB Publications.
3. **Microsoft Office 2007 Training Guide** – Satish Jain, BPB Publications.
4. **Microsoft Office 2010 Training Guide** – Satish Jain, BPB Publications.
5. **BPB's Office 2010 Course** - Satish Jain, BPB Publications.