

OFFICE AUTOMATION SOFTWARE (DCA-103)

COURSE OUTLINE:

1. WORD PROCESSING:

An Introduction,
 Formatting a Document,
 Using AutoCorrect,
 Proofing a Document with Spell and Grammar 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 (2 MARKS)

(Introduction,
 The Word Screen,
 Creating documents,
 Editing documents,
 Printing documents,
 Quitting documents)

• Formatting a Document (2 MARKS)

(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 (1 MARK)**

(Introduction to AutoCorrect,
Using AutoCorrect)

- Proofing a Document with Spell and Grammar Check (Spell and grammar check the entire document, Readability statistics, Using the thesaurus, Using word count) (1 MARK)
- Finding and Replacing Text (Replacing occurrences of text, Finding and replacing formatting) (1 MARK)
- Improving the Look of a Document (Adding borders and shading, Bullets and numbering, page setting, Format painter, Inserting symbols, Using superscript and subscript) (1 MARK)
- Inserting Graphics (Inserting a graphic, Inserting WordArt) (2 MARKS)
- Inserting Table (Understanding tables, TableAutoFormat) (2 MARKS)
- Mail Merge (The basic concept of merging documents, Working with master documents, Merging documents) (3 MARKS)

2. SPREADSHEET PACKAGE: (15 MARKS)

- Introduction to Spreadsheets (Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel) (1 MARK)
- Using Formulas in Excel (Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook) (2 MARKS)
- Understanding Cell Referencing in Excel (Relative referencing, Absolute referencing, Mixed referencing) (2 MARKS)
- Editing a Worksheet, Formatting and Printing a Worksheet (Formatting a worksheet, printing a worksheet) (3 MARKS)
- Use of Simple Statistical Functions (Statistical functions, Adjusting the worksheet size, Conditional function) (2 MARKS)
- What-if Analysis and Data Tables in Excel (What-if analysis, Data tables, Creating a onevariable data table, Creating a two-variable data table) (2 MARKS)
- Working with Graphs and Charts (Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts) (3 MARKS)

3. PRESENTATION PACKAGE: (10 MARKS)

- Introduction to Powerpoint (An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting started, Creating a presentation) (3 MARKS)
- Different Views of a Presentation (Opening an existing presentation, Switching views) (1 MARK)
- Editing a Presentation (Adding slides, Deleting slides, Rearranging slides, Changing the presentation design, Changing slide layouts, Printing a presentation) (3 MARKS)
- Adding Special Effects in a presentation (Inserting pictures from files, Animating slides, Adding sound effects, Setting slide timings, Rehearse timings, Grouping and ungrouping pictures) (3 MARKS)

PRACTICALS: (40 - Marks)

(Software : MS-Office 2007)

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 2007 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.