I YEAR II SEMESTER

OFFICE AUTOMATION TOOL

UNIT I
Introduction to Windows, Desktop, File, Folder, My Computer, My documents, Recycle bin, Internet Explorer, Windows Explorer

UNIT II
Formatting Your Text and Documents: Auto format, Line spacing, Margins, Borders and Shading.
Working with Headers and Footers: Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages.
Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width.
Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using word’s drawing features, drawing objects, text in drawing.
Templates: Template types, using templates, exploring templates, modifying templates.
Macros: Macro, Recording macros, editing macros, running a macro.
Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document. Overview of word menu options word basic tool bar.

UNIT III
MS Power Point: Introduction, Building a presentation, Outlining the presentation, Creating the text and chart slides, Formatting charts, customizing a presentation, drawing on slides, Creating slide shows.
Creating Presentations: Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

UNIT IV
Excel Basics: Overview of Excel features, Getting started, Creating a new worksheet, Selecting cells, Formatting and editing text, Entering and changing Numbers, entering and changing Formula, Referring cells, copying cells, applying cell data, inserting a worksheet, selecting a range, Deleting part of a worksheet, deleting columns, rows, etc.
B.Com (CA) and B.A.(CA) Under CBCS with effect from Academic Year 2015-2016

Formatting: Page setup, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns.


Excel Charts: Chart parts and terminology. Instant charts with the chart wizard, creation of different types of charts, printing charts, deleting charts – Linking in Excel

Excel Graphics: Creating and placing graphic objects, Resizing Graphics, Drawing Lines and Shapes

UNIT V

MS Access

Creating a Simple Database and Tables: Creating a contact Databases with the wiz, The Access Table Wizard, Creating Database Tables without the wizard, Field Names, Data Types and Properties. Adding, deleting fields, renaming the fields in a table.

Forms: The Form Wizard, Saving Forms, Modifying Forms

Entering and Editing Data: Adding Records, Duplicating previous entries without Retyping, Undo, Correcting Entries, Global Replacements, Moving from Record to Record in a table.

Finding, Sorting and Displaying Data: Queries and Dynaset, Creating and using select queries. Returning to the Query Design, Multilevel Sorts. Finding incomplete matches, Showing All Records after a Query, Saving Queries, Crosstab Queries

Printing Reports: Simple table, Form and Database printing. Defining advanced Reports, Manual Reporting, properties in Reports, Saving Reports


MS Outlook: Introduction, Reading and Sending messages, managing the mail box, keeping a contacts list, Scheduling tasks and Meetings.

TEXT BOOKS

REFERENCE BOOKS