

**VOCATIONAL COURSE
ON
OFFICE AUTOMATION USING MS OFFICE**



**CONDUCTED BY
DEPARTMENT OF COMPUTER APPLICATION**

JAGRAN COLLEGE OF ARTS, SCIENCE AND COMMERCE

AFFILIATED TO

C.S.J.M. UNIVERSITY, KANPUR

620, W- BLOCK, SAKET NAGAR, KANPUR- 208014 (U.P.)

Website:jagrancollege.ac.in

Title of the course : Office Automation Using Ms-Office
 Duration : 6 months
 Nodal department of HEI to run course : Computer Application, Jagran College of Arts, Science & Commerce, Saket Nagar, Kanpur
 Broad Area/Sector : Office Automation
 Sub Sector : Ms-Office
 Nature of the course : Independent
 Aligned NSQF Level : Foundation
 Name of Proposed Skill Partner : RCPL Pvt. Ltd.
 Job Prospects : Office Automation, Data Entry, Data Analyst, Data Presenter, Desktop Publishing.

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 Devices, Computer Network	General	Theory	4	
UNIT2	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 or hotkeys	General	Theory	4	
	Working with Notepad & Word Pad	Skill Development	Practical		5
UNIT 3	OFFICE APPLICATIONS – I, MS-WORD	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 spreadsheets ➤ 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 APPLICATIONS - 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 databases viz. MS Excel etc 	Skill Development	Practical		10
UNIT 6	OFFICE APPLICATIONS - IV MS OFFICE: MS-POWER POINT	General	Theory	2	
	<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. Aitken, and Lisa A. Bucki -*

Wiley India pvt.ltd.

3. *The complete reference Linux - Richard Petersen - Tata McGraw - Hill Edition 4. A Conceptual Guide to OpenOffice.org*
4. *R. Gabriel Gurley- Create Space Independent Publishing Platform, 2008*
5. *Introduction to Information Technology - Alexis Leon, Mathews 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 ed. - 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>