

CCA-02 Tools For Office Automation

Unit 1: Introduction to Windows XP Operating System

Definition of OS, functions and types, Exploring windows XP, My computer, My document, Run, Search, control panel, copy and paste, files/folders, recycle bin

Unit 2: Exploring MS-WORD

Starting MS-Word, Basic Unit of MS-WORD, Entering and saving text in a document, closing the MS-WORD, opening of an existing document, copy and cut (move), working with a document, finding a particular pattern, Inserting objects into a document.

Unit 3: Formatting a Word Document

The tab key, bullet and numbering, undo and redo, working with fonts, page break, header and footer, page setup.

Unit 4: Creating Tables

Creating a table, deleting a table, moving around the table, selecting a table, column, row and cell, entering, and deleting text, inserting and deleting columns and rows, merging and splitting cells.

Unit 5: Introduction to MS-Excel

Starting of Microsoft Excel, Part of MS-Excel Window, Title bar, menu bar, tool bar, formula bar, status bar, Exiting MS-Excel.

Unit 6: Working with Work Book

Creating a new Workbook, Working with cells: Entering Data, Editing Data, Highlighting data, Bold, Underline and Italicize Data, Changing Font and Font size, Merging of cells, choosing menu commands using the Alt key, Inserting a Row and Column, Deleting a row and column, saving a workbook, closing a workbook.

Unit 7: Working With Functions and Charts

Operators in Excel, Working with calculation and functions, entering a mathematical calculation, Entering a function, Editing a function, Working with chart, Creating a chart, Changing size and position of chart, Modifying a chart.

Unit 8: Introduction to MS-PowerPoint

Starting MS-PowerPoint, Title bar, menu bar, tool bar, status bar, Different types of Views, Exiting MS- PowerPoint.

Unit 9: Creating Slides

Creating a new Presentation, Working with slides, creating/Inserting new slides, Changing Font and Font styles, Deleting existing Slides, Applying Design Templates, Applying custom animation, Applying slide transition, saving a presentation, running a presentation, closing a presentation, opening an existing presentation.

Unit 10: Introduction to MS-Access

Introduction to database, DBMS, database component, keys: primary and foreign key, working with access, starting access, creating a database, blank database command, database wizard, document view.

Unit 11: Working with Tables

Creating tables, the table Wizard, The datasheet View, The Design view, setting the primary key, Saving a table

Suggested Readings:

1. MS-Windows XP professional handbook, Louis Columbus, Laxmi Publication
2. Word 2002 from A to Z , Stephen L. Nelson, FireWall Media.
3. Microsoft Excel version 2002 step by step, Fryre
4. Microsoft XP Plain & Simple, brown & Resourse Online
5. Access 2002 from A to Z , Julia Kelly, Stephen L. Nelson, Laxmi Publication