

COASS - 103 Office Automation Tools

Total Credit- 04

Max. Marks- 100

Block 1-

Unit 1- Computers and Peripherals

[What is a computer? Hardware, Software, Types of computers, Turning the computer on and off, Operating Systems and Controls]

Unit 2- File System

[Memory, Disks, Optical disk, Flash memory, SSD (Solid State disks), Files and folders, Sorting files, File extension, Windows Explorer, File properties, Concepts and Settings, Networks and the Internet, FTP, Using Filezilla, E-mail, Chat-rooms, and IM (Instant Messaging)]

Unit 3- Starting up MS Word

[Overview of MS Word, Options for viewing a document in Word, writing right away—some important buttons and guidelines, saving documents, using files and folders, Save and Save As, Closing a document]

Block 2-

Unit 4- Comfortable navigation: moving around in MS Word

[Moving with the mouse, Using the cursor keys, jumping to a particular page, Setting the zoom factor, viewing a document with Print Preview, selecting text, Deleting and adding text, Using the clipboard, Some keyboard shortcuts]

Unit 5- Character formatting in MS Word

[Changing the font and font size, Bold, italic, and underline, Paragraph formatting, Borders and shading, working with indents, working with line spacing, Using tabs]

Unit 6- Arranging text with tables

[Creating a table, adding text to table, Adding and Deleting rows and columns, Adding ClipArt to documents, Text flow around graphics]

Block 3-

Unit 7- Controlling Page Layout

[Adding page numbers, adding a header and footer, setting page orientation, setting page margins, inserting a manual page break, deleting a page break, Spelling and grammar checking, Proofing while you type, Printing a document, Word tips and tricks, Text effects with WordArt]

Unit 8- Getting started with MS Excel

[What is Excel? The Excel 2007 window, navigating within a worksheet, selecting cells, rows or columns, entering data, Overview of data types, Deleting and Moving data, Using Autofill, Saving a workbook]

Unit 9- Editing data in MS Excel

[Editing cell contents, Inserting or deleting cells, rows columns, and worksheet, Moving or copying a worksheet, Formatting data, Cell formatting, Hiding rows and columns]

Block 4-

Unit 10- Functions in MS Excel

[Basic functions, Printing, print preview, printing a worksheet, Charts, Inserting graphics in a worksheet, Data manipulation, Sort, Filter, Subtotals]

Unit 11- Getting Started with MS PowerPoint- I

[The Basics: Creating and Editing a Presentation, The PowerPoint Window, create a New Presentation, adding a new slide, Entering Text on a Slide, Adding Clip Art to a Slide,

Editing Slide Text, Formatting Text Slides, Apply Character Formats, Line Spacing, Indents]

Unit 12- Getting Started with MS PowerPoint- II

[Spell Check a Presentation, AutoCorrect, View the Slide Show, Arrange Slides in a Presentation, Slide Sorter View, Adding Transitions to a Slide Show, Animating Text, Printing Slides, Speaker Notes, and Handouts, Print Options, creating a Custom Design Template, Inserting Graphics, Adding Footers, Modify the Slide Master Font, Some Tips for Effective Slide Shows, Glossary]

Block 5-

Unit 13- Collaboration and Messaging Services

[Online Discussion forum, Shared Calendar/Scheduler, Google Services, etc.]

Unit 14- Data Security

[Protecting your company's data, A Security Checklist, challenges and issues]