CAUSSANEL COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF COMPUTER APPLICATIONS
Computer Skill Papers (w.e.f. 2014-2015)

Subject Name	:	**Office Automation (Word)**
Year	:	**I Year** **Hrs : 2 hrs/week**

Unit I
MS Word: Introduction to MS Office – Features & area of use – Starting Word – Parts of Word Window – Mouse operations – Keyboard operations

Unit II
Menus & Commands – Toolbars and their icons – Shortcut Menus – Wizards and Templates

Unit III
Creating a New Document – Different Page Views and layouts – Applying various Text Enhancements; Working with – Styles, Text Attributes; Paragraph and Page Formatting; Text Editing using various features; Bullets, Numbering, Autoformatting, Printing & various print options

Unit IV

Advanced Features: Spell Check, Thesaurus, Find & Replace; Headers & Footers; Inserting– Page Numbers, Pictures, Files, Autotexts, Symbols etc.;

Unit V

Working with Columns, Tabs & Indents; ATICreation& Working with Tables including conversion to and from text; Margins & Space management in Document; Mail Merge, Envelops & Mailing Labels.

Exercise in MS-WORD

1. Working with Files – Creating and opening documents, Saving documents, Renaming documents, working on multiple documents.
2. Working with Text – Formatting, Moving, copying and pasting text
3. Styles – Apply a style, Apply from the Style dialog box, Create a new style from a model, Modify or rename a style, Delete style.
4. Lists – Bulleted and numbered lists, Nested lists, Formatting lists
5. Table Manipulations.
6. Graphics – Adding clip Art, Add an image from a file, Editing a graphic
7. Spelling and Grammar, AutoCorrect
8. Page formatting – Page margins, page size and orientation, Header and footers, page numbers
9. Mail Merge.
10. Macros – Recording a macro, Running a macro
11. Web wizard – Using the Web Wizard, Creating & Saving web pages, Hyper links.

Subject Name	:	Office Automation (Excel)	
Year	:	II Year	Hrs : 2 hrs/week

Unit I
MS Excel: Introduction – area of use – Concepts of Workbook & Worksheets:

Unit II
Using Wizards; Various Data Types – Using different features with Data,

Unit III
Cell and Texts: Selecting cells – Selecting cells with mouse – Entering and Editing text – Entering numbers, formulas and dates – Text alignment – Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges;

Unit IV
Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Use of Formulas, Calculations & Functions;

Unit V
Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

Exercise in MS-EXCEL

1. Modifying a Worksheet – Moving through cells, Adding worksheets, rows and columns, Resizing rows and columns, Selecting cells, Moving and copying cells, Freezing panes
2. Macros – recording and running.
3. Formatting cells – Formatting toolbar, Dates and times, Auto formatting.
4. Formula and Functions.
5. Linking worksheets – Relative, absolute and mixed referencing
6. Sorting and Filling – Basic ascending and descending sorted, Complex sorts, Alternating text
and numbers with Auto fill, Autofilling functions.
7. Graphics – Adding clip art, add an image from a file
8. Charts – Using chart Wizard, Copy a chart to Microsoft Word

Subject Name : **Office Automation (Power Point& Access)**
Year : **III Year** **Hrs : 2 hrs/week**

Unit I
MS PowerPoint: Introduction & area of use – Creating a New Presentation; Opening – Saving – Closing – Working with Presentation Using Wizards;

Unit I
Slides & its different views: Creating, Inserting, Deleting and Copying of Slides;

Unit III
Menus: File – Edit – View – Insert – Format – Tools – Slide Show – Window – Help – Working with Notes, Handouts, Columns & Lists; Adding Graphics, Sounds and Movies to a Slide;
Printing Presentations, Notes, Handouts with print options.

Unit IV
MS Access: Introduction – Parts of an Access Window – Starting MS Access – Database Creation – Table Creation using Table Wizard

Unit V
Table Creation using Design view – Saving Database – Query – Form – Reports

Exercise in MS-POWER POINT

1. Create a Presentation from a template.
2. Working with Slides-Insert a new slide, Applying a design template, Changing slide layouts,Reordering slides, Hide slides, Create a Custom slide show 7 edit.
3. Adding Content – Resizing a text box, Text box properties, Delete a text box.
4. Video and Audio effects.
5. Color Schemes & Backgrounds
6. Adding clip art, Adding an image from a file
7. Save as a web page.

Exercise in MS-ACCESS

1. Using Access database wizard, pages and projects.
2. Open an existing database, converting to Access 2000
3. Screen Layouts – Database window, Design view, Datasheet view
4. Creating Tables – Create a Table in design view, Primary key, Indexes, Field validation rules.
5. Datasheet Records – Adding, Editing, Deleting records, Adding and deleting columns &
   Resizing rows and columns, Finding data in a table & replacing, Print a datasheet.
6. Declaring Table Relationships.
7. Sorting and Filtering – Sorting, Filter by selection, by form, saving & removing a filter.
8. Queries – Create a query in design view, Query Wizard, Find duplicates query ,Delete
9. Forms – Create a form using the wizard, Create a form in Design View.
10. Form Controls.
11. Sub forms – Create a form and sub form at once, Sub form wizard, Drag and drop method.

12. Reports – Using the wizard, Create in Design View, Printing reports.
13. Importing, Exporting, Linking.

♣♣♣♣♣♣♣♣♣

Reference Books

1. MS Office XP complete BPB publication
2. MS Office 2000 by Sanjay Saxena, Vikas publishing house pvt Ltd.

♣♣♣♣♣♣♣♣♣

SYLLABUS FRAMING COMMITTEE MEMBERS

1. B.K. MathanNagan MCA., (Ph.D)
   HOD, Department of Computer Applications
2. S. Priyatharshini M.Sc., (M.Phil)
   Asst. Prof, Department of Computer Applications