

OFFICE AUTOMATION:

UNIT - I

Introduction to windows Operating System

Advantages of windows operating system, using different windows applications simultaneously, operating with windows, GUI, use of help features, starting an application, essential accessories, creating shortcuts, windows explorer, control panel, my computer, my documents, recycle bin, finding folders and files, changing system settings, system tools, use of run command, setting peripherals, drivers, editing graphics in windows, new features in windows XP/Vista versions.

UNIT - 2

Introduction, basics, starting Word, creating document, parts of Word window, mouse and keyboard operations, designing a document; Formatting- selection, cut, copy, paste; Toolbars, operating on text; Printing, saving, opening, closing of document; Creating a template; Tables, borders, pictures, text box operations; Mail Merge.

UNIT - 3

Introduction to MS EXCEL, navigating, Excel toolbars and operations, Formatting; copying data between worksheets; entering formula, chart creation; data forms, data sort; Functions in Excel ROUND(), SQRT(), MAX(), MIN(), AVERAGE(), COUNT(), SUMIF(), SUMIF(), ABS(), ROMAN(), UPPER(), LOWER(), CELL(), TODAY(), NOW().

UNIT - 4

Introduction to MS POWER POINT Working with Power Point Window, Standard Tool Bar, Formatting tool bar, Drawing tool Bar, Moving the Frame, Inserting Clip Art, Picture, Slide, Text Styling, Send to back, Entering data to graph,

Organization Chart, Table, Design template, Master Slide, Animation Setting, Saving and Presentation , auto Content Wizard.