

LAB MANUAL

Office Automation Tools
(2301DU004)

B.Tech. 3rd Semester
A.Y. 2024-2025
(Computer Science and Engineering)

Prepared By

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1	Prepare Document With Proper format Using MS word
	Prepare a new document with formatting properties (A)
	1. Create a document of four pages each page should have one title, one main topic, three subtopics with some demo text in each subtopic.
	2. Apply font properties set font type, size, bold, italic, underline, and strike through, super script, sub script, highlight text, and change case.
	3. Apply clipboard properties cut, copy, paste and format painter
	4. Apply paragraph properties aligning text, bullets and numbering, indent, sorting, shading, line, paragraph spacing and show/hide paragraph marks.
	Prepare a document and set styles and apply Editing (B)
	1. Apply title style to each title, apply heading 1 style to each main topic, and apply heading 2 style to each subtopic and normal style to each text.
	2. Apply editing properties find, replace and select.
	Prepare a document and create and modify the style. (C)
2	1. Create a New style and apply to the document and modify that style
	Learning Header, Footer and Page Number in MS Word
	1. Prepare document of 2 or more sections (Units). (A)
	2. Inserting screenshot in a document. (A)
	3. Inserting Header, footer and page number in the document. (B)
	4. Create a new word file set paper size to A4, orientation portrait and margins normal/narrow in from Layout Menu. (B)
3	5. Apply section wise header and footer. (C)
	Working with equations and symbols & Prepare Column, Line, and Pie chart using appropriate data in MS Word
	Working with equations and symbols.
	1. Prepare Solution of Math Tutorial of 2 pages. (A)
	2. Use symbols in the document. (A)
	3. Use Equation Tab to write Mathematical or scientific equations. (B)
	4. Inserting Date time and objects in the document. (C)
	Prepare Column, Line, and Pie chart using appropriate data
	1. Inserting charts in a document. (A)
	2. Prepare Result analysis of 10 students in chart. (B)
4	3. Use Different Properties of chart like Change Chart Design, Change Chart Layout, Add Chart Title, Change Data Values. (C)
	4. Inserting smart art in a document. Prepare one topic of classification. (C)
	Prepare Time Table of Your Division Using Table Properties in MS Word
	1. Prepare time table of your division using Table. (A)
5	2. Apply table design properties shading, table borders, table layout properties row, column heights, text alignment, text direction and cell margins. (B)
	3. Prepare your HSC Mark Sheet using table and use formulas for Sum and Percentage. (C)
5	Prepare a letter using Mail Merge in MS Word
	1. Prepare Master Letter or Master Card as per your requirement. (A)

	2. Go to File menu learn properties and set author information, title, tags, comments. (A)
	3. Learn protect documents, check for issues, manage document. (A)
	4. Prepare Data sheet or database of 7 people (recipients). (B)
	5. Create letters using mail merge. (C)
	Prepare a document with Table of content
	1. Create automatic table of content. (C)
Assignment - 1 Prepare Report Using MS Word	
Prepare a Report on latest IT trend topic.	
6	Prepare Excel sheet with page layout and headers, manage columns, data validation in MS Excel
	1. Create MID examination result of 15 Students of 5 Subjects. Then Adjust Columns Width, Type Text and Numbers, Undo and Redo, Insert and Delete Rows and Columns, Text and Number Alignment, Format Fonts, Format Numbers, Cut, Copy, and Paste Text, Print Spreadsheet. (A)
	2. Apply excel shortcuts. (B)
	3. Sort Data, AutoFilter, Custom Filter. (C)
7	Working with MS Excel formulas
	1. Prepare Final examination result of 15 students. Do Adjust Columns Width, Type Text and Numbers, Undo and Redo, Insert and Delete Rows and Columns, Text and Number Alignment, Format Fonts, Format Numbers, Cut, Copy, and Paste Text, Print Spreadsheet. (A)
	2. Use formulas sum, Average, Maximum, Minimum, Count, Upper, Lower (A)
	3. Freeze Panes, Auto Format, Page Setup, Page Breaks, repeat rows and columns, Find and Replace, Inserting Images, Text to columns. (A)
	4. Use formulas Countif, Concatenate, Trim, and Proper. (B)
	5. Apply data validation. (B)
	6. Use Vlookup, hlookup. (C)
8	Prepare Column, Line and Pie chart and pivot tables using appropriate data in MS Excel
	1. Enter data (Minimum 50 entries) and create chart of that data. Change Chart Design, Change Chart Layout, Add Chart Title, Change Data Values (A)
	2. Create Pie Chart, Print Chart (B)
	3. Prepare various pivot tables. (C)
Assignment - 2 Prepare a Sheet using MS excel	
Prepare an excel sheet using Formula, Charts, Equation etc. with Proper data.	
9	Prepare a PowerPoint presentation using the slide master concept
	1. Prepare PowerPoint presentation on one topic (15 slides). Design Theme, Add Text, Add New Slide, View Modes, Edit Bulleted, List, Add Clip Art, Create Shapes, Replace Font, Format Text, Change Bullets, Add Footer (A)
	2. Slide Transition, Text Animation. Launch Slide Show, Navigation Slide Show (B)
	3. Edit Slide Master (C)
10	Prepare Presentation on Result analysis of your previous semester
	1. Prepare presentation on Result analysis of previous semester of your division. Use charts for student wise analysis, subject wise analysis (A)
	2. Change Chart Design, Change Chart Layout, Add Chart Title (B)
	3. Use smart art and slide master. (C)
Assignment - 3 Create a presentation with master slide	
Prepare a PowerPoint presentation on latest IT trend topic.	