CERTIFICATE COURSE IN OFFICE AUTOMATION

(6 MONTHS)

Offered by:

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
SANKETHIKA VIDYA BHAVAN, MASAB TANK,
TELANGANA : HYDERABAD

OFFICE AUTOMATION

SUB CODE	NAME OF THE SUJECT	HOURS/WEEK		TOTAL PERIODS PER ANNUM	SCHEME OF EXAMINATION			
	Theory	Theory	Practicals		Duration Hours	Sessional Marks	End Exam Marks	Total Marks
OA-101	**OFFICE AUTOMATION PAPER I**	03	--	50	02	--	100	100
OA-102	**OFFICE AUTOMATION PAPER II-PRACTICAL**		06	75	02	40	60	100
	TOTAL	03	06	125	04	40	160	200

OA-101- OFFICE AUTOMATION PAPER I

NAME OF THE UNITS – IDENTIFIED

1. INTRODUCTION
2. MS WORD
3. MS DOS
4. MS EXCEL
5. MS POWERPOINT
6. INTERNET

I. INTRODUCTION:

1. INTRODUCTION ABOUT COMPUTER :

Introduction To Computer Pc Ranges – Computer Classification – Micro Computer – Mini Computers - Main –Frame Computer – Super Computers – Peripherals – Input Devices – Keyboard, Mouse ,Scanner, -Output Devices Display Screen (V.D.U).Printers,-Storage Devices – FDO,Hdd,Magnetic Tape

– The Role Of Input Processing /Output Processing Devices (1PO)Computing Concepts –Data-Information –Ram –Rom-Control Unit- Memory Unit –Alu

2. ROLE OF COMPUTER :

As A Desk Top (Pc):Single User – Operating Systems (Cul & Gui)Dos – Windows 3.1- Unix As A Network: Multi User -Operating System (Cui & Gui) Windows 95 -98-2000-Nt-Unix –Linix - Client Server- Lan-Wan -Man- Internet-Intranet.

3. TYPES OF SOFTWARE :

Operating System. Language Processor, Application Software

4. OPERATING SYSTEM:

What Is An Operating System? Single User – Multi User With Examples

5. ABOUT WINDOWS :

Gui:Windows Way -What Is A User Interface – Where Guos Score Over Cuis- An Introduction To Windows –Invoking Windows – Program Manager – Getting Started - Choosing From A Menu – Organizing Your Desktop – The Dialog Box – Windows Explorer – Working With Files And Folders – More About files - Running An Application Through The File Manager – Running an Application Through The Program Manager - Pif (Program Information File)Editor.

II. MS WORD :- OFFICE 2000

> ### GETTING STARTED WITH OFFICE :

Introducing The Application In Microsoft Office - Starting And Exiting The Office Applications – Introducing The Office Shortcut Bar - Customizing The Office Shortcut Bar - Displaying Multiple Office Toolbar – Getting Rid Of The Office Shortcut Bar.

> ### FILE OPERATING IN THE OFFICE APPLICATIONS :

Common Office Tools And Techniques – Opening An Application – Creating Files – Entering And Editing Text – Saving Files – Opening Files – Closing A File – Exiting The Application – Managing Your Files With The Office Applications.

> ### SHARED TOOLS IN THE OFFICE APPLICATIONS :

Key Combinations - Cut ,Copy, And Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo And – Redo - Spell Checking –Auto Correct –Find And Replace – Help And The Office Assistants –Templates And Wizards.

Starting Word - Title Bar - Menu Bar – Format Bar – Standard Bar - Ruler Workspace Area Option To Status Bar – Different Toolbars – Option Of A Menu Bar – Creating New Document opening Preexisting Documents When Word Is Running – Designing Your Document –Typing Text - Deleting Text - Formatting Text And Document – Copying And Moving – Saving Documents Setup – Sending To - Properties Of A Document – Undo –Redo –Cut –Copy A Document – Pasting Document - Print Preview - Printing – Select All – Find– Replace – Goto – Four Different View Of A Document – Normal, Web Layout, Print Layout ,And Outline Layout – Document Map – Full Screen – Zoom –Objects – Page Break - Page Number –Auto Format – Auto Text- inserting Date And Time – Working With Header, Footers   - Footnotes –Fields– Symbols – Caption – Cross Reference – Index – Tabs – Table And Sorting– Working With Graphics – Inserting Pictures – Modifying Pictures – Word Art – Inserting Chart - Inserting Files - Hyper Linking – Bookmark – Using Different Fonts –Paragraph –Bullets – Borders And Shading – Columns – Drop Cap – Theme – Change Case – Back Ground - Frames – Style –Spelling And Grammar – Set Language – Word Count – Auto Summarize – Auto Correct – Merge Document – Protect Document - Envelopes And Labels – Letter Wizard – Templates, Wizards And Sample Documents – Customize -Options – Drawing Tables – Merge Cell –Split Table – Table Auto Format – Auto Fit – Sort – Formula -Arrange All - Split – Micro Soft Word Help – Office On The Web – About The Micro Soft Word On The Web – Writer's Tools –Macros –Custom Toolbars – Key Board Shortcuts – Menus – Mail Merge – Micros – Dynamic Data Exchange.

III. MS.DOS :

Cui: Disk Operating System(Dos) – Structure Of Dos Disk – Dos Prompt – File – Directory – Default/Current Drive – Dos Commands –Internal Commands – External Commands – Updates On Disk Operating System – Bootstrap Loader – Diagnostic Test – Operating Systems Supervisor –Bios – Utility Programs – File Main – Tenance – Fat.

IV. MS EXCEL:

Getting Started Excel –Features Of Excel – Excel Worksheet - Selecting Cell - Navigating With The Mouse And Keyboard – Entering And Editing Text – Text Boxes - Text Notes – Checking Spelling – Undoing And Repeating Action – Entering And Editing Formulas – Referencing Cells – Order Of Evolution In Formulas – Lookup Tables – Copying Entries And Equations To Minimize Typing - ,More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Word Sheet – Excel Formatting Tips And Techniques – Moving Cell – Copying Cells Sorting Cell Data – Insertion Cells Inserting As You Paste – Deleting Parts Of Worksheet – Clearing Parts Of A Worksheet - Auditing Tools Help Spot Potential Problems – Excel Page Setup – Changing Column Width And Row Heights – Auto Format – Manual Formatting – Using Style – Format Code Alter A Number's Appearance – Format Painter Speeds – Up Format Coping Changing Font Size And Attributes - Adjusting Alignments – Centering Text Across Column –Using Border Buttons And Commands – Changing Color And Shading – Inserting And Removing Page Breaks – Hiding Tows And Columns – Rearranging Worksheet – Need For A Spreadsheet – Entering Formula – Excel Functions – Inserting Rows And Columns – Saving A Worksheet - Printing A Worksheet – Printing Tips For Large Excel Project – Parts Of A Function – Functions Requiring Add – Ins - Online Function Help The Function Wizard –Example Of Functions By Category –Error Massages From Functions – Organizing Your Data – Excel's Chat Features – Chart Parts And Terminology – Instant Charts With The Chart Wizard – Creating Chart   On Separating Worksheets – Resizing And Moving Charts – Adding Chart Notes And Arrows – Editing Charts - Rotating 3 –D Charts – Printing Charts – Deleting Charts Setting The Default Chart Type – Creating Trend Lines Data Map – Working With Graphics In Excel – Creating And Pacing Graphic Objects – Resizing Graphs – Possible Sources Of Excel Graphics – Excel Slide Shows – Creating Macros – Recording Your Macros -Running Macro – Assigning Macros To Buttons – Database Concepts And Terms – Crating An Excel Data Base Working With Data Forms – Filtering A Better Way To Find – Sorting Excel Databases – Adding Subtotals To Databases – Customizing Excel – Customizing Workspace – Using Worksheet As Databases Automating What – If Projects – Auditing And Troubleshooting Worksheets

V. MS POWERPOINT:

Introduction To PowerPoint – Starting With Power Point – Views In Power Point Slides – Terminology – Color Schemes – Formatting Slides – Creating A Presentation – Using The Auto Content Wizard – Masters – Using A Template – Creating A Blank Presentation – Working With Text In Power Point – Adding Slides Editing And Working Text - ? Working In Outlaying View –Spell – Checking – Finding And Replacing Text - Adding And Removing Periods In Sentences - Formatting Text – Aligning Text – Developing Your PowerPoint – Importing Mages From The Outside World – The Clipart Gallery –Drawing In PowerPoint – Bringing A Presentation To - - Ife – Inserting Objects In Your Presentation – Inserting A Picture – Working With Graphics – Multimedia In Power Point – Animating The Objects, Pictures, Graphics, - Enhancements To The Slide Show Showing Slides Out Of Order Printing Presentation Elements – Creating Overhead Transparencies Sharing Presentation Files With Others – Finalizing The Presentation – Assigning Transitions And Timings – Setting The Master Slide – Setting Up The Slide Show – Giving The Presentation – Running The Slide Show.

VI. INTERNET:

➢ INTERNET AND WEB PAGE BROWSING:

Introduction To The Network – Beginning To Internet – Why Internet ? – How Does The Internet Function?- Communication Protocols And Facilities - Who Governs The Internet ? – The Www – Advantages Of The Web – Netscape Navigator – Internet Explorer.

➢ ELECTRONIC MAIL :
What About Privacy?
How Does E-Mail Works?, Understanding The Mail, Mail Software, Basic E- Mail Functions, Using Your Word Processor For E – Mail, Finding E – Mail Address, Mail Reflectors , Mailing Lists And Lists Servers.

➢ FTP AND TELNET:
The File Transfer Program, How To Use Ftp, Gui Ftp Clients, Ncftp, Using The Web For Ftp, Interesting Ftp Sites, Telnet, Using Telnet, Tn3270,Hytelnet,Using The Web For Telnet, Interesting Telnet Sites The World Wide Web, Finding Web Clients, How To Navigate With The Web, Tings You Can exp

➢ WORLD WIDE WEB :
Ect To Do, Global Links , Gopher, Telnet, Reading Network New, Sending E - Mail, Finding Things?

➢ GOPHER :
What Is Gophar Does, Finding Gopher Clients, Windows clients, How To Use Gopher, Things You Can Expect To Do, What Kinds Of Information Will I Find In Gopher Space?

➢ RESOURCE DISCOVERY:
Finding People, Finger, Who Is Searching For Registered Domains, NetFind, Paradise, Finding Stuff: Files Articles, Pictures , And Libraries.

- **USE NET :**

  Newsgroup Hierarchies, How Does It Work?

- **FAQ'S :**

Newsgroup Related Faqs, Who Knows All The Faqs, Business And Commercial Faqs, Keeping Up The Information, How Is A Faq Different From A Bock?

- **IRC AND TALK :**

A Talk Session Internet Relay Chat, Accessing Internet Relay Chat, Using Internet Relay Chat, The Undernet And Other Irc Networks, Commercial Irc Networks And Services, Commercial Irc Networks And Services, Talk: Person To Person, Staring, Handing Up.

- **MUD :**

What's Special About A Mud? Enter A New Reality, Who Inhabits A Mud? Other Kinds Of Muds, Difference Types Of Muds, How Do I Connect To A Mud? Telnet, Mud Clients, Connecting To Muds Via The Web, Talking About   In Newsgroups, Mud Lore, How Do Is Start My Own Mud? Mud Glossary H.W & S.W Needed: Pc 486 / Pentiums, M- S Office & Internet Connection

<h1 style="text-align:center">OA-102- OFFICE AUTOMATION PAPER II (PRACTICAL)</h1>

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➤ GOPHER :
What Is Gophar Does, Finding Gopher Clients, Windows clients, How To Use Gopher, Things You Can Expect To Do, What Kinds Of Information Will I Find In Gopher Space?

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Finding People, Finger, Who Is Searching For Registered Domains, NetFind, Paradise, Finding Stuff: Files Articles, Pictures , And Libraries.

➤ USE NET :
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GUIDELINES FOR PAPER SETTING (Theory- PAPER-I & Practical-PAPER-II)

SL.NO	TOPICS	THEORY PART-A SHORT QUESTIONS NO.OF QUESTIONS – 8 8 X 5 =40 Marks No Choice	PART –B LONG QUESTIONS NO. OF QUESTIONS OUT OF – 8 5 TO BE ATTEMPTED. 5 X 12 = 60 Marks
1	INTRODUCTION OF COMPUTER	1	INTRODUCTION -1
2	MS.WORD	2	MS.WORD - 2
3	MS.DOS	1	MS.DOS - 1
4	MS.EXCEL	1	MS.EXCEL - 1
5	MS.POWERPOINT	1	MS.POWERPOINT -2
6	INTERNET	2	INTERNET - 1

PRACTICAL		
SL.NO	INTERNA- 40 MARKS	EXTERNAL - 60 MARKS
1	Creating Mail ID	Excel formatting , sum & average
2	Creating Table - in Ms. Word	Creating chart, word formatting
3	Ms. Power Point	PowerPoint formatting, inserting picture.