



Module Presenter's Manual

for

Office Automation
(MS Office 2019)

*Effective from: August 2021
Ver 1.0*

Amendment Record

Version No.	Effective Date	Change	Replaced Pages
1.0	August 2021	New	-

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1. Introduction

The main goal of the course is to provide the students with the knowledge of Windows 10 fundamentals and various products of Microsoft office 2019 suite. These products include Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

The objectives of the course are:

- Understand the Windows 10 Operating System
- Create professional documents in Microsoft Word
- Create worksheets with formulas, functions, and various styles in Microsoft Excel
- Create powerful presentations in Microsoft PowerPoint
- Manage mails and schedules using Outlook
- Understand the use of Skype, Microsoft Teams, and OneDrive

2. Information on Session Allocation

Module	Online (No. of Hrs)	Self-Study (No. of Hrs)
Office Automation	24	8





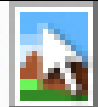



3. Deliverables

To aid the learning process, following are the deliverables

Student Deliverables:

1. Learner's Guide (eBook)

Resources available on OnlineVarsity for Students:

Icons	Feature - Description / Functionality
	Download Book - Student has the option to download the subject related e-book and read offline
	Glossary - Student can access a list of subject related specialized words with their definitions.
	FAQ - Student can access frequently asked questions and their answers
	Practice 4 Me - Student can test and evaluate their understanding of module related topics.
	Work Assignments - Student can solve scenario based lab assignments (Hands-on). The faculty will evaluate and give their feedbacks.
	References - Student can access additional subject related material for reading.
	Feedback - Student can provide feedback on the course material
	Ask to Learn – Student can submit subject related technical queries. Queries submitted will be directed to the particular course coordinator/head.

4. Week-wise Session Schedule

- A session is of 2 hours duration.

➤ Week-Wise Schedule

Week	Day 1	Day 2		Day 3	
1	Session 1 MSO – TL1	Session 2 MSO – TL2		Session 3 MSO – TL3	S1
2	Session 4 MSO – TL4	Session 5 MSO – TL5	S2	Session 6 MSO – TL6	S3
3	Session 7 MSO – TL97	Session 8 MSO – TL8		Session 9 MSO – TL9	
4	Session 10 MSO – TL10	Session 11 MSO – TL11		Session 12 MSO – TL12	S4

MSO: Office Automation

TL: Online Session

S: Self-Study Session (over and above the module duration)

5. Session Coverage

The table below details out the contents of each session:

Sessi on No.	Session Title	Session Details	Deliverables' Mapping
1	MSO – TL1	<p><i>All the topics as listed below from Session 1, 2, and 3 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 1 – Getting Started with Windows 10</u></p> <ul style="list-style-type: none"> ➤ Explain Windows 10 and its editions ➤ Describe the features of Windows 10 operating system <p><u>Session 2 – Introducing Microsoft Office 2019</u></p> <ul style="list-style-type: none"> ➤ List and explain components of Office 2019 ➤ Describe the new features of Office 2019 <p><u>Session 3 – Working with Microsoft Word – Part I</u></p> <ul style="list-style-type: none"> ➤ Explain Word 2019 Interface ➤ Describe how to create professional documents in Word ➤ Explain how to work with lists and tables in Word 	<p><u>Inside Microsoft Office</u></p> <p>SG – Session 1, 2, & 3 XP – Session 1, 2, & 3 TG – Session 1, 2, & 3</p>
2	MSO – TL2	<p><i>The Try It Yourself of Session 1, Session 2, and Session 3 of Inside Microsoft Office book should be covered in this session.</i></p>	<p><u>Inside Microsoft Office</u></p> <p>Session 1, 2 & 3</p>
3	MSO – TL3	<p><i>All the topics as listed below from Session 4 to Session 6 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 4 - Working with Microsoft Word – Part II</u></p>	<p><u>Inside Microsoft Office</u></p> <p>SG - Session 4-6 XP - Session 4-6 TG - Session 4-6</p>

Sessi on No.	Session Title	Session Details	Deliverables' Mapping
		<ul style="list-style-type: none"> ➤ Explain how to add pictures and shapes to documents ➤ Describe review process <p><u>Session 5 – Working with Microsoft Word – Part III</u></p> <ul style="list-style-type: none"> ➤ Describe Templates and Forms ➤ Explain process of Mail Merge <p><u>Session 6 – Introduction to Microsoft Excel 2016</u></p> <ul style="list-style-type: none"> ➤ Explain the process to create, find, and share Excel files ➤ Explain how to format Excel sheets 	
	S1	In this session, ask the students to solve assignments of Session 1 to Session 6 of <i>Inside Microsoft Office</i> course available on Onlinevarsity.	<p>Inside Microsoft Office (OnlineVarsity)</p> <p>Session 1-6</p>
4	MSO – TL4	<i>The Try It Yourself of Session 4, Session 5, and Session 6 of Inside Microsoft Office book should be covered in this session.</i>	<p>Inside Microsoft Office</p> <p>Session 4-6</p>
5	MSO – TL5	<p><i>All the topics as listed below from Session 7 and Session 8 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 7 – Formulas, Functions, Charts, and Additional Features in Excel 2019</u></p> <ul style="list-style-type: none"> ➤ Describe functions and formulas in Excel 2019 ➤ Explain charts in Excel 2019 ➤ List other new features and enhancements in Excel 2019 <p><u>Session 8 – Data Analysis and</u></p>	<p><u>Inside Microsoft Office</u></p> <p>SG - Session 7 & 8 XP - Session 7 & 8 TG - Session 7 & 8</p>

Session No.	Session Title	Session Details	Deliverables' Mapping
		<u>Security of Data in Microsoft Excel 2019</u> <ul style="list-style-type: none"> ➤ Explain analyzing data using tools ➤ Describe protection and security in an Excel file ➤ Explain levels of protection 	
	S2	In this session, ask the students to solve assignments of Session 7 and Session 8 of <i>Inside Microsoft Office</i> course available on Onlinevarsity.	Inside Microsoft Office (OnlineVarsity) Session 7 & 8
6	MSO – TL6	<i>The Try It Yourself of Session 7 and Session 8 of Inside Microsoft Office book should be covered in this session.</i>	Inside Microsoft Office Session 7 & 8
7	MSO – TL7	<p><i>All the topics as listed below from Session 9 and Session 10 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 9 – PivotTable and PivotCharts in Microsoft Excel 2019</u></p> <ul style="list-style-type: none"> ➤ Explain data using PivotTable ➤ Describe PivotTable ➤ Explain PivotCharts ➤ List the differences between PivotCharts and PivotTables <p><u>Session 10 – Understanding Microsoft PowerPoint 2019 – I</u></p> <ul style="list-style-type: none"> ➤ Explain about MS PowerPoint 2019 ➤ Understand the features of MS PowerPoint 2019 ➤ Describe how to create a PowerPoint Presentation 	<u>Inside Microsoft Office</u> SG - Session 9 & 10 XP - Session 9 & 10 TG - Session 9 & 10
8	MSO – TL8	<i>The Try It Yourself of Session 9 and Session 10 of Inside Microsoft Office book should be covered in</i>	Inside Microsoft Office Session 9 & 10

Sessi on No.	Session Title	Session Details	Deliverables' Mapping
		<i>this session.</i>	
	S3	In this session, ask the students to solve assignments of Session 9 and Session 10 of <i>Inside Microsoft Office</i> course available on Onlinevarsity.	Inside Microsoft Office (OnlineVarsity) Session 9 & 10
9	MSO – TL9	<p><i>All the topics as listed below from Session 11 to Session 13 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 11 – Understanding Microsoft PowerPoint 2019 - II</u></p> <ul style="list-style-type: none"> ➤ Describe Home, Insert, and Design Tabs ➤ Understand Transitions and Animations ➤ Explain Review and View ➤ Describe how to use Zoom capabilities for ordering of slides within presentations ➤ Explain the Morph transition feature ➤ Outline the steps to insert and manage Icons, SVG, and 3D models <p><u>Session 12 – Understanding Microsoft OneNote 2019</u></p> <ul style="list-style-type: none"> ➤ Explain the basics of Microsoft OneNote 2019 ➤ Explain use of OneNote Tools ➤ Describe various new features in OneNote <p><u>Session 13 – Using Microsoft Outlook 2019</u></p> <ul style="list-style-type: none"> ➤ Explain the functions of Microsoft Outlook <p>Describe how to organize emails, create categories,</p>	<u>Inside Microsoft Office</u> SG - Session 11-13 XP - Session 11-13 TG - Session 11-13
10	MSO – TL10	<i>The Try It Yourself of Session 11 to 13 of Inside Microsoft Office book should be covered in this session.</i>	Inside Microsoft Office Session 11-13

Sessi on No.	Session Title	Session Details	Deliverables' Mapping
11	MSO – TL11	<p><i>All the topics as listed below from Session 14 and Session 15 of Inside Microsoft Office book should be covered in this session.</i></p> <p><u>Session 14 – Skype, Skype for Business, and Microsoft Teams</u></p> <ul style="list-style-type: none"> ➤ Explain Skype, Skype for Business, and Microsoft Teams ➤ Describe various options in Skype for communication and collaboration ➤ Explain Skype for Business ➤ Describe Microsoft Teams <p><u>Session 15 – Using Microsoft OneDrive 2019</u></p> <ul style="list-style-type: none"> ➤ Describe Microsoft OneDrive ➤ Describe how to use OneDrive to Collaborate ➤ Outline the process of syncing Online OneDrive Content with local OneDrive folders 	<p><u>Inside Microsoft Office</u></p> <p>SG - Session 14 & 15 XP - Session 14 & 15 TG - Session 14 & 15</p>
12	MSO – TL12	<p><i>The Try It Yourself of Session 14 and Session 15 of Inside Microsoft Office book should be covered in this session.</i></p>	<p>Inside Microsoft Office</p> <p>Session 14 & 15</p>
	S4	<p>In this session, ask the students to solve assignments of Session 11 to Session 15 of <i>Inside Microsoft Office</i> course available on OnlineVarsity.</p>	<p>Inside Microsoft Office (OnlineVarsity)</p> <p>Session 11-15</p>

6. Library References

➤	Microsoft Office 2019 Step by Step by Joan Lambert
➤	Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook by Linda Foulkes
➤	Exploring Microsoft Office 2019 by Mary Anne Poatsy, Keith Mulbery, et al.

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