



2021- 2022

OFFICE AUTOMATION

Sachin Prashant Kumbhar
BCA 1st YEAR

Roll no. 39

Shri Shahu Chhatrapati Shikshan Sanstha' s

Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur.

Journal 2021- 22

This is certifying that he/she has successfully completed the journal of
BCA - 1st Year.

NAME OF STUDENT : Sachin Prashant Kumbhar

UNIVERSITY : SHIVAJI UNIVERSITY KOLHAPUR.

CLASS : BCA- 1st YEAR.

ROLL NO. : 39

EXAM SEAT NO. :

SUBJECT : OFFICE AUTOMATION.

DATE : 20th JAN 2022.

**INTERNAL EXAMINAR
HOD/PRINCIPAL**

EXTERNAL EXAMINAR

INDEX

Sr No.	NAME OF PROJECT	DATE	SIGN
1.	Maintain word document for Government letter covering an order to sanction a holiday for colleges due to pandemic make use of formatting option, apply page formatting, make use of different fonts.	04- 12- 2021	
2.	Prepare a resume of at least 2 pages apply page border, insert id size picture, apply header and footer.	08- 12- 2021	
3.	Prepare a excel sheet having Employee details like- name, id, designation, salary, position,	17- 12- 2021	
4.	Maintain a stock register for your department library which has book id, book name, issue date, return date, sign and list at least 30 records.	22- 12- 2021	
5.	Prepare a news letter trying to explain each functionality of standard tool bar and format options.	27- 12- 2021	
6.	Prepare a PowerPoint presentation which helps us to understand “ USE OF OFFICE AUTOMATION” .(title, include 4 parts – internet, MS – word, excel, PowerPoint, Outlook.	30- 12- 2021	
7.	Prepare a PowerPoint presentation on “ CHALLENGES IN IT- SECTOR”	03- 01- 2022	
8.	Prepare a mail account and compose a mail to any one recipient (take a print of login page and compose page)	07- 01- 2022	
9.	Make a Mail merge functionality, capture a screen which explains the use of any one functionality.	10- 01- 2022	

10.	Prepare a project report in MS WORD which helps us to understand exact flow of project – make use of tables, links and references and images.	13- 01-2022	
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1. Maintain a word document for a government letter covering an order to sanction a holiday for colleges due to pandemic make use of formatting option, make use of different font styles.

MINISTRY OF HEALTH AND EDUCATION

GOVERNMENT OF INDIA

NIRMAN BHAWAN, NEW DELHI

DATED THE 13TH JAN, 2022

OFFICE MEMORENDUM

► SUBJECT: CLARIFICATION REAGARDING DECLERATION OF HOLIDAYS FOR THE STATES.

❖ MAHARASTHRA

Kindly recalling all queries raised by state organization of queries regarding declaration of holidays of the mentioned state.

- Experts across the world have advised to reduce mass gathering to avoid the spread of COVID- 19 (corona virus) disease.
- In the view of the above, it is advised that mass gathering may be avoided or possibly be postponed till the disease spread is contained.
- As a step towards containing the disease ministry of health and education welfare declares holiday from the period of 13th Jan, 2022 to 15th Feb, 2022.
- This holiday is mandatory to all schools, colleges, educational institutes, work place having more than 15 employees present in at a time, all the statutory and local bodies of the state.
- In case of any breach of the order a fine of Rs.10, 000/- will applicable per day.

States may take necessary action accordingly in the matter.



RAJENDRA KUMAR

Under Secretary for Government of India

Ph.24061778

2. Prepare a resume at least two pages apply page border, insert id size picture, insert table, apply header and footer.

Sachin Prashant Kumbhar

Job intension: IT Engineer.

- Personal summary:

Good personality, good interpersonal relations, good communication and co ordination skills, well educated, no afraid of difficulties, dare to meet more challenges, having positive attitude in life and work.

- Contact :

Ph: +919130163229 Gmail: sachinkumbhar3463@gmail.com

Address: Khotwadi(pishavi) Bambavade, shahuwadi, Kolhapur.

- Education Background :

Class	Marks obtained in %	Name of board.
10 th	61.20 %	State board of Maharashtra.
12 th	74.00%	State board of Maharashtra.
BCA - 1	----	Shivaji University

- **Interests:**

Editing, drawing, coding, hacking, travelling.

- **Skills:**

Handling new laptops

And New Technology

3. Prepare excel sheet consisting employee details as employee name, employee id, employee designations, employee salary of employee by using addition formula.

4. Maintain a stock register for your department library which consists fills as book id, name of book, issue date, return date and signature, list me contain at least 30 records.

CHATRAPTI SHAHAJI MAHAVIDYALAYA, KOLHAPUR

Books Currently Issued to Students

Book Id	Book Name	Issue Date	Return Date	Signature
2000	C programming	18/12/2021	21/12/2021	
3445	Learn to physics	18/12/2021	21/12/2021	
0976	Royalty book	18/12/2021	21/12/2021	
5129	The Story Of Peter Parker	18/12/2021	21/12/2021	
5132	Advantages of mobile	19/12/2021	21/12/2021	
5638	Nature	28/12/2021	02/01/2022	
5639	Robotic instruments	28/12/2021	02/01/2022	
6705	Specialization in PC	28/12/2021	02/01/2022	
7806	Forest Karnataka	28/12/2021	02/01/2022	
2599	E- vehicles	03/01/2022	07/01/2022	
7946	Roads and construction history.	03/01/2022	07/01/2022	
0987	New tons theory	03/01/2022	07/01/2022	
8590	Advance games	08/01/2022	12/01/2022	
8591	Albania story	08/01/2022	12/01/2022	
9303	Famous blade smiths and blades	10/01/2022	14/01/2022	
0852	Danger dog	10/01/2022	14/01/2022	
0978	Guns and machine guns	10/01/2022	14/01/2022	
0845	Classic Relold The Princess And the Pea	10/01/2022	14/01/2022	
9783	Fruits (A book for	10/01/2022	16/01/2022	

	Recirness)			
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5. Prepare a news letter by using standard toolbar and format option.

TIMES OF INDIA

DATE: 12th Jan 2022



MANALI FESTIVAL

Government has declared to people of MANALI that enjoy your festivals.

MANALI LOVERS

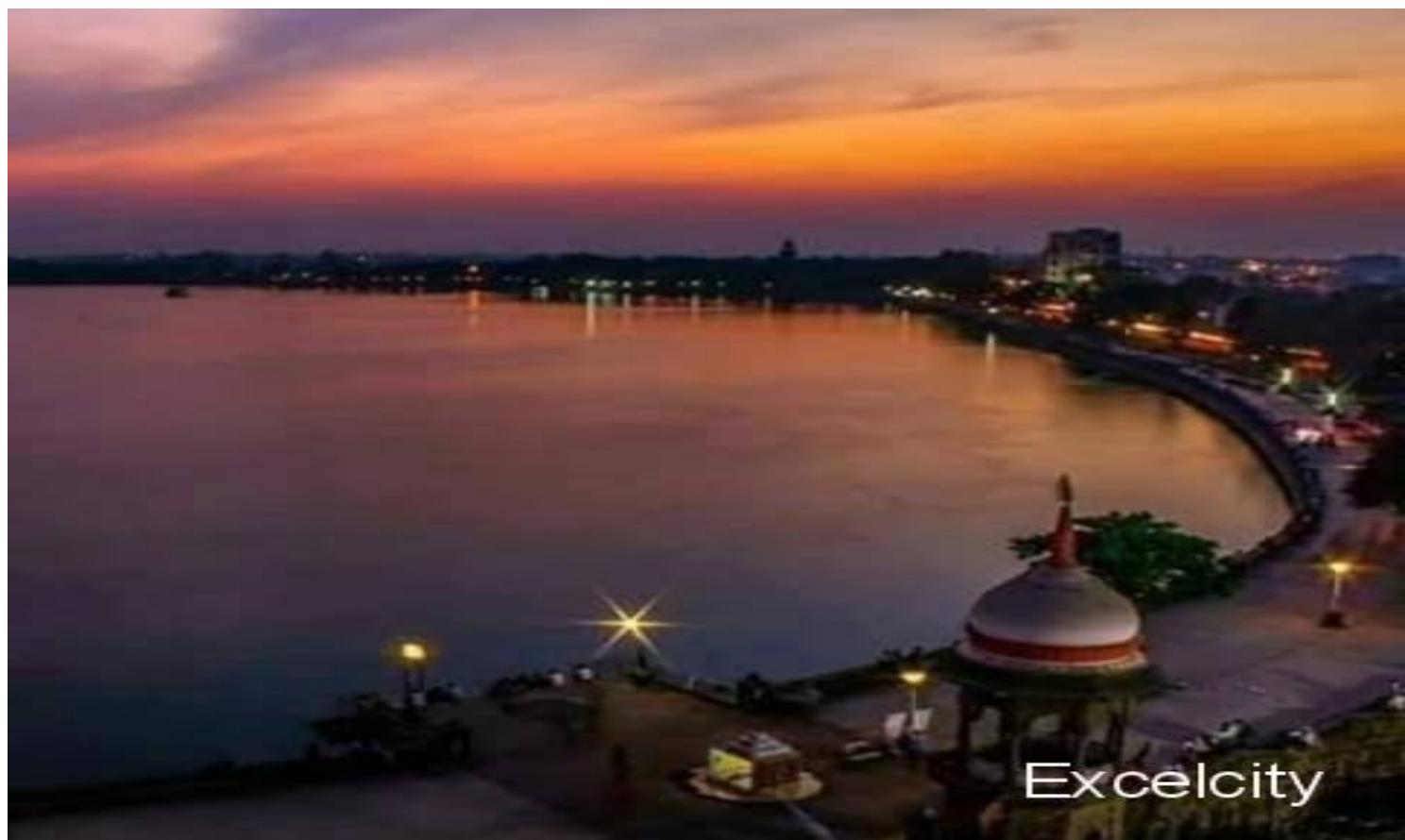
Government ask for that peoples take a care when enjoying your festival without drinking or smoking, if any person got caught by MANALI POLICE then that is your fault to this . So take and follow the rules.

KOLHAPUR TIMES

Date: 12th Jan 2022

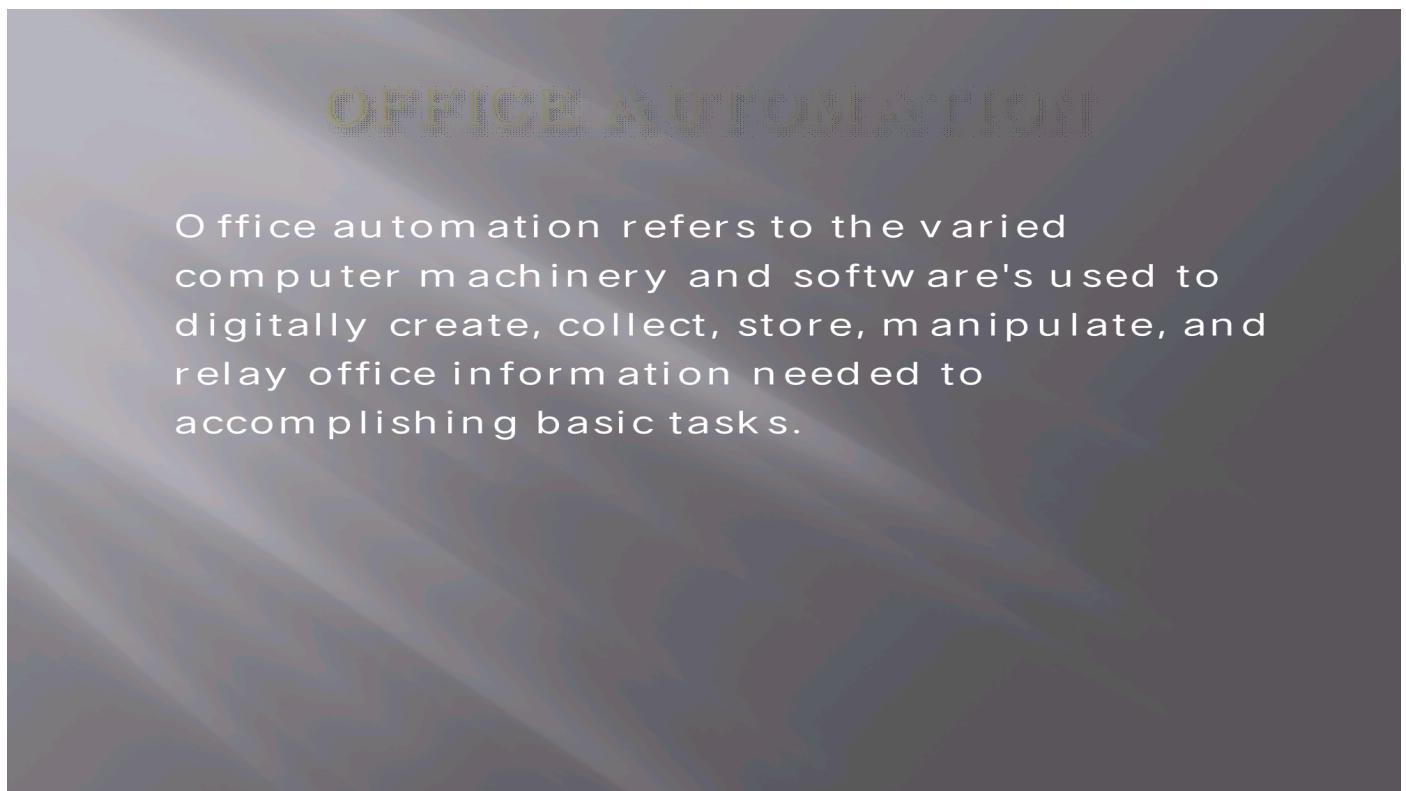
RANKALA LAKE GOT A HISTORY MAKING NAME
CALLED PRIDE OF KOLHAPUR BY MAHARASHTRA
GOVERNMENT.

All MAHARASHTRA decided to give a historical name to RANKALA LAKE as
A PRIDE OF KOLHAPUR because of history related to our great ideal or our great leader
SHRI.CHATTRPATI SHIVAJI MAHARAJ .for their great fighting or historical place called PALACE OF
SHRI CHATTRPATI SHIVAJI MAHARAJ



Excelcity

6. Prepare a PowerPoint presentation which helps to understand use of OFFICE AUTOMATION.



Use of office automation

- 1. Office automation can get many tasks accomplished faster.**
- 2. It eliminates the need for large staff.**
- 3. less storage is required to store data.**
- 4. Multiple people can update data simultaneously in event of changes in schedule.**

Internet

Internet is huge network that connects all over the world .

It is an network of all networks.

The first workable prototype of internet come in late 1960. as ARPANET (Advanced Research Projects Agency NETWORK)



4 parts of office software

1. M S WORD (for prepare document)
2. M S EXCEL (for workable sheets)
- 3.M S POWERPOINT (for presentation)
4. M S OUTLOOK (for personal information)



7. PowerPoint presentation of “ CHALLENGES IN IT SECTOR”

A PowerPoint slide template. At the top, the word "INTRODUCING" is written in red, bold, sans-serif font. Below it, a large rectangular box contains the word "SUBJECT" in black, bold, sans-serif font. Underneath that, the text "CHALLENGES IN A -‘IT SECTOR’" is displayed in a smaller, black, sans-serif font.

THERE ARE SOME POINTS THAT WE ARE
DISCUSS IN THIS PRESENTATION:

- 1 .What is “IT” sector?
- 2.The parts of “IT” sector.
- 3.Why “IT” is important, in short note.
- 4.Career opportunities in “IT” sector.
- 5.preparation for “IT”.
- 6.CHALLENGES IN “IT” SECTOR.

PRESЕНTED BY -

AMAN KORABU.

What is "IT" sector?

Mainly IT is defined as 'INFORMATION TECHNOLOGY.' 'IT' is the study of design, development, implementation, support or management of computer based information system particularly softwares applications & computer hardware.

IT has so many courses like:-

- 1.Computer hardware & software.
- 2.Telemcmmunication & network technology.
- 3.Database technology.
- 4.Human resource, etc.



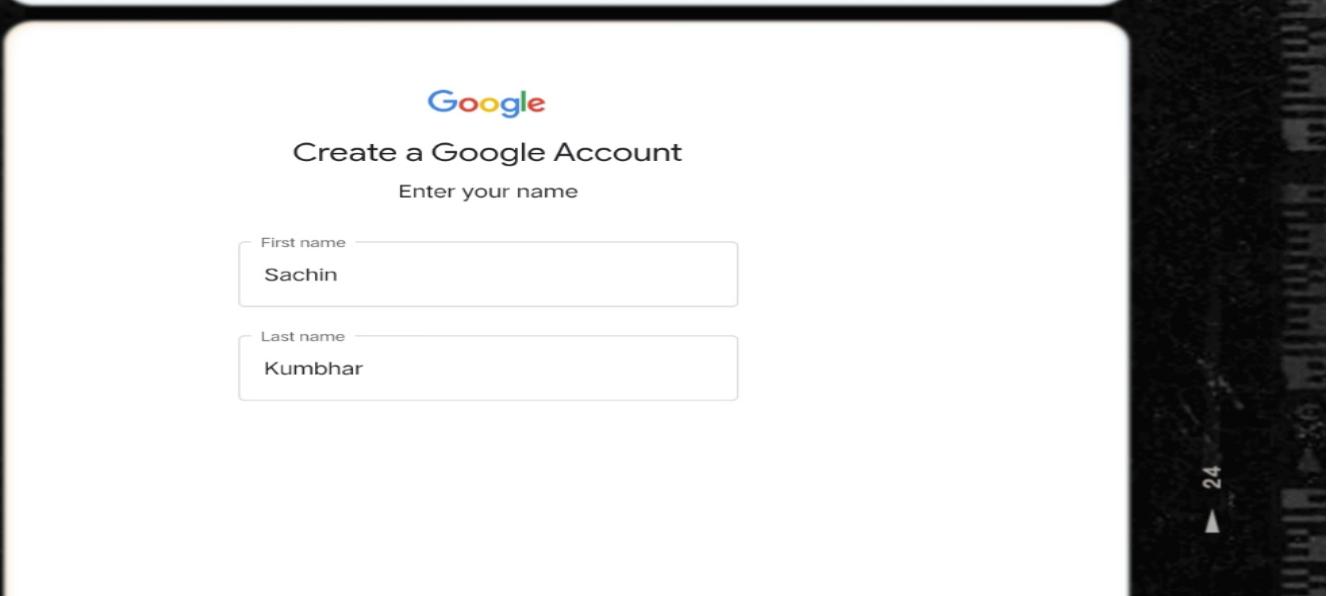
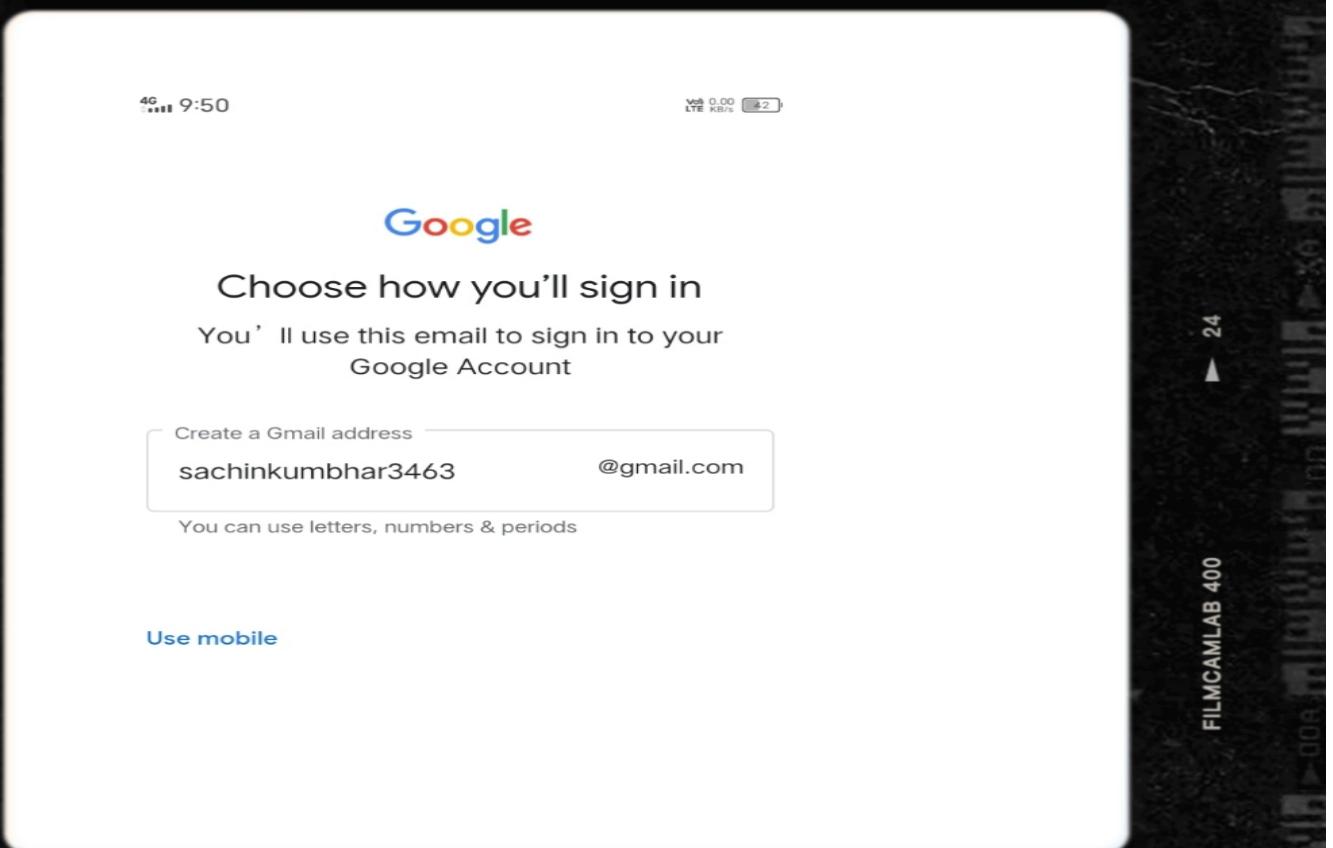
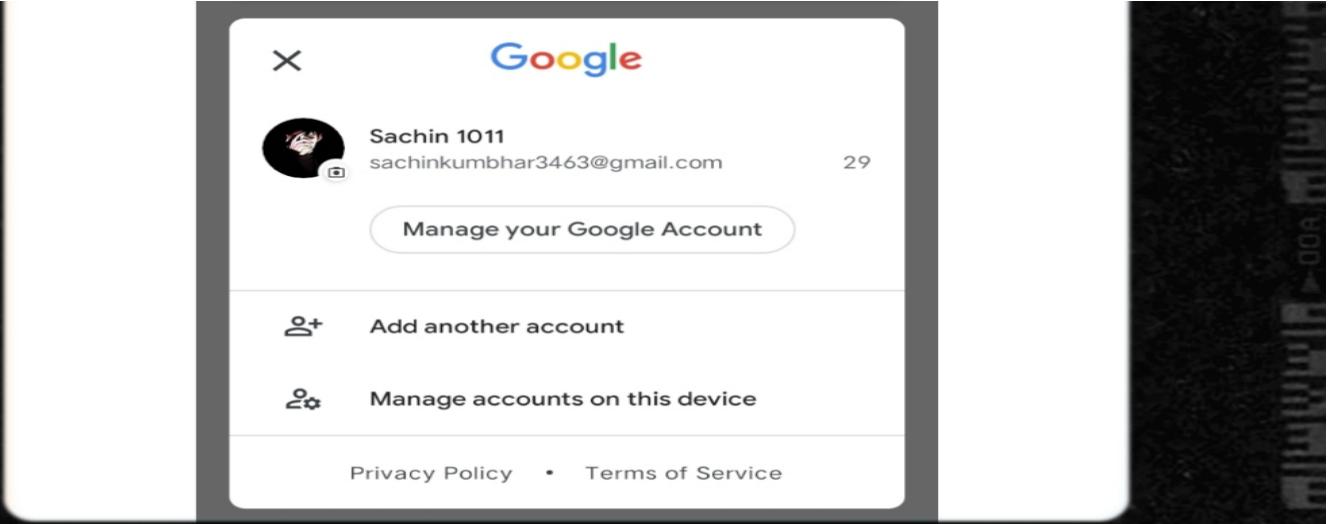
Career opportunities in "IT"(INFORAMATION TECHNOLOGY) :



What career opportunities are in "IT"?

- A technician installs and maintains hardware/ software.
- A technical sales and training emphasize interpersonal and technical skills.
- Application developer adapts software for use within a new system.

application development job include system analysts, database administration, network administration, and web administration.



8. Prepare an mail account and compose a mail to any of one recipient.

4G 10:25

Volte 1.00 LTE KB/s 87%

← Compose



From sachinkumbhar3463@gmail.com

To



Sachin 1011



To share assignment of office automation
check and let me know how can help you

Thnx you|



Add phone number?

If you like, you can add this phone's number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Reset your password if you forget it
- Receive video calls & messages
- Make Google services, including ads, more relevant to you

How it works

- Google will occasionally verify your number by exchanging your device info with your operator or via SMS (charges may apply)
- Any number verified on this device will be added to your Google Account

You're in control

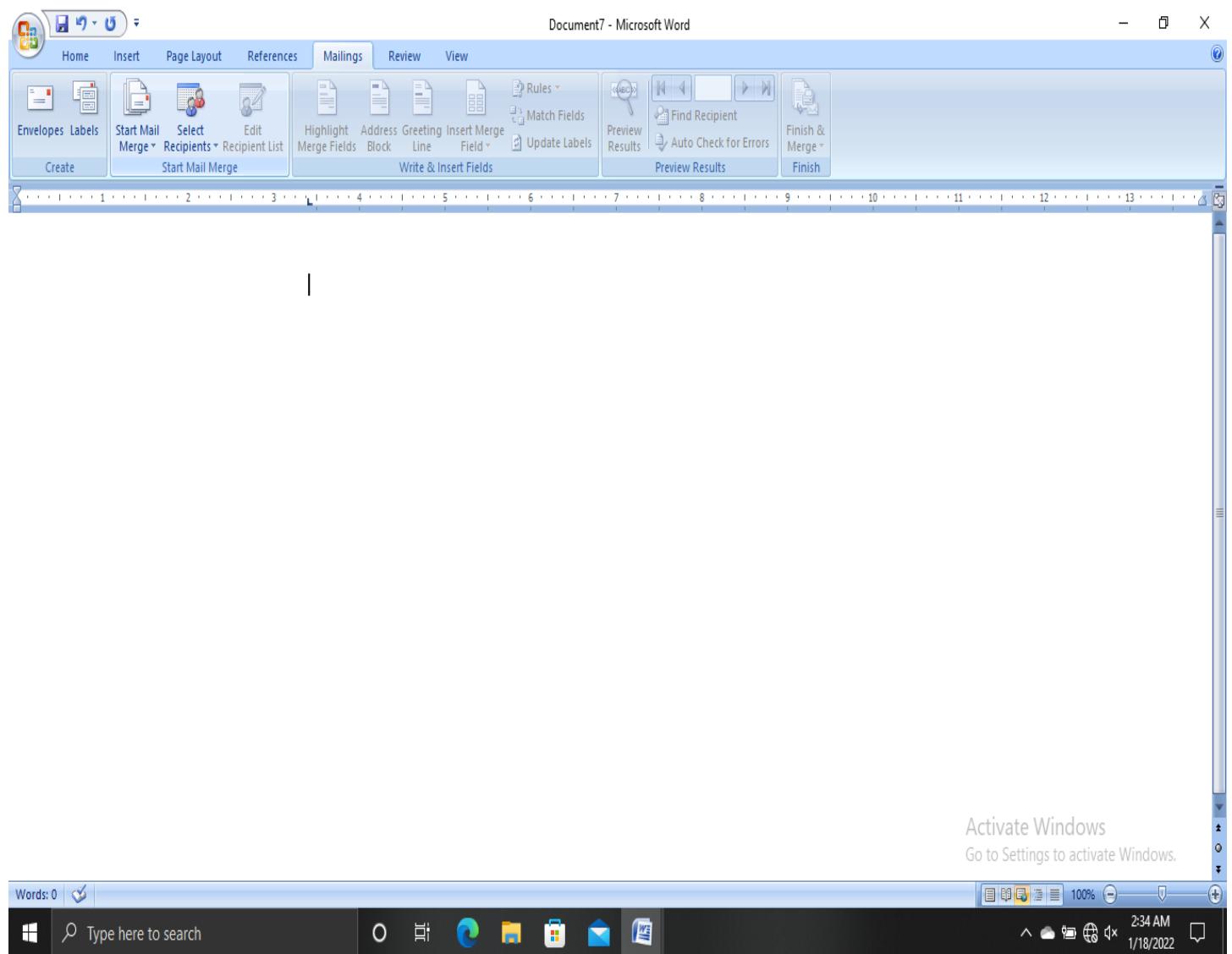
- This won't make your number public
- You can always change your number, control how it's used or remove it in your Google Account (account.google.com/phone)

[More options](#)

[Skip](#)

[Yes, I'm in](#)

9. make use of mail merge functionality, capture a screenshot which explains the use of any one functionality.



Text Functions - Ex

	A	B	C	D
1	First	Last	Email	
2	William	Callahan	williamcallahan@example.com	
3	Sean	Willis	seanwillis@example.com	
4	Colleen	Abel	colleenabel@example.com	
5	Teri	Binga	teribinga@example.com	
6	Frank	Culbert	frankculbert@example.com	
7	Kristen	DeVinney	kristendevinney@example.com	
8	Theresa	Califano	theresacalifano@example.com	
9	Barry	Bally	barrybally@example.com	
10	Cheryl	Halal	cherylhalal@example.com	
11	Harry	Swayne	harryswayne@example.com	
12	Shing	Chen	shingchen@example.com	
13	Seth	Rose	sethrose@example.com	
14	Bob	Ambrose	bobambrose@example.com	
15	Chris	Hume	chrishume@example.com	
16	Robert	Murray	robertmurray@example.com	

10. Prepare a project report in MS WORD which helps us to understand exact flow of project make use of tables, links and reverences and images.

Password Based Door Lock System

Prof.A.Y.Prabhakar¹, Prof. Dr. Shruti K Oza², Nayan Shrivastava³, Prakhar Srivastava⁴, Garvit Wadhwa⁵

¹Professor, ²HOD, Dept. of Electronics & Telecommunication Engineering, Bharati Vidyapeeth (Deemed to be) University College of Engineering Pune, India

^{3,4,5}Student, Dept. of Electronics & Telecommunication Engineering, Bharati Vidyapeeth (Deemed to be) University College of Engineering Pune, India

Abstract - The need of safety can be achieved by

making locks which can be electrical or mechanical

with one or a few keys, but for locking a big area many locks are required. As everyone knows old fashioned locks are heavy weight and fragile also depending on the tools therefore electronic locks are given more value than those of mechanical locks. Nowadays every device's operation is based on digital technology. For example, technology based identity devices are used for automatic door unlocking or locking. These locking systems are used to control the movement of door and are functional without requiring a key to lock or unlock the door. These locking systems are controlled by a keypad and are installed at the side hedge of the door. The main objective of this project is to give safety at every common places like home, public places. In this user would give a known password. The information will be stored in database. When the correct passcode will be entered, the microcontroller will give instruction to servo motor. Servo motor will perform the action on door unlocking. Thus, what we want is digital technology to construct an integrated and well customized safety system at a price which is reasonable.

1. INTRODUCTION

Password Based Door Lock System is designed using ARDUINO UNO where in once the correct code or password is entered, the door is opened and the concerned person is allowed access to the secured area. Password Based Door Lock System using Arduino UNO is a simple project where a secure password will act as a door unlocking system. Old fashioned lock systems use mechanical locking and these can be replaced by new advanced techniques of locking systems. These methods are a combination of mechanical and electronic devices and are highly intelligent. One of the distinct features of these intelligent lock systems is their simplicity and high efficiency. Such an automated lock system consists of electronic control assembly, which controls the output load through a password. The example of this output load can be a motor or a lamp or any other mechanical/electrical load.

Here, we made an electronic code lock system using Arduino UNO, which provides control to the actuating the load. It is a simple embedded system with takes input from the keyboard and the output being actuated accordingly.

This system demonstrates a Password based Door Lock

System using Arduino UNO, wherein once the correct code or password is entered, the door is opened and the concerned person is allowed access to the secured area. If another person arrives, it will ask to enter the password again. If the password is wrong, then door would remain locked, denying access to the person.

Main idea behind this project is of a door-latch opening using a password entered through keypad. As well as turning on the **Buzzer** when passcode is entered **wrong** for multiple times. User can modify this password anytime he/she wishes using a keypad. The main component in the circuit is Arduino UNO which is basically used to send a text message to owner of the house about the breach of security. **4x4 keypad** is used to enter the password. The entered password is compared with the known password. If it is correct password, the system opens the door by **servo motor** and displays the status of door on LCD. If the password is wrong then door remains closed and displays " WRONG PASSWORD" on LCD.

2. MATERIALS

Arduino UNO

This microcontroller is based on the ATmega328P. There are total of 20 pins (0- 19) out of which 6 are analog inputs,

14 are digital input output pins(6 pins provide PWM voltage) which can also be used as general purpose pins, a ceramic resonator of frequency 16 MHz, an USB connection, a power jack and a reset button. It has an operating voltage of 5V. It contains everything needed to support a microcontroller.

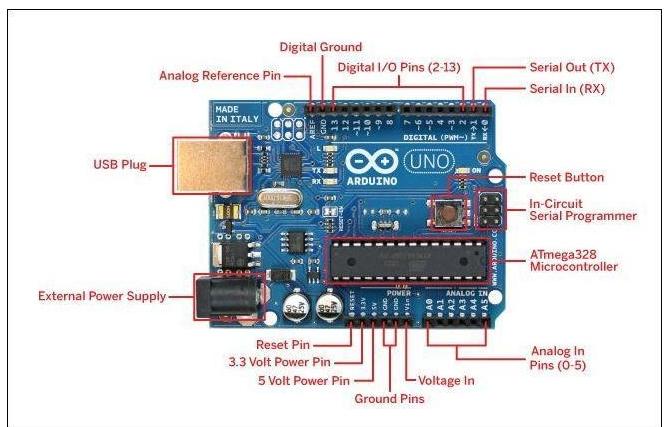


Fig - 1: Arduino Uno

LCD

Liquid Crystal Display, which we are using in our project is 16*2 LCD. This display consists of 16 columns and 2 rows. This is programmed using the library <LiquidCrystal.h>

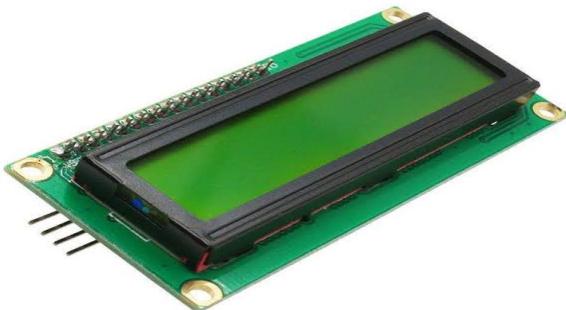


Fig - 2: 16*2 LCD

Membrane Keypad

In our project we will be using 4X4 matrix membrane keypad. This 16 button keypad will provide user interface component for Arduino project. This is programmed using the library <Keypad.h>



Fig - 3: 4*4 Keypad

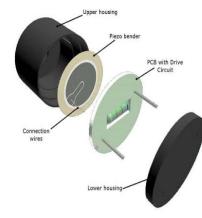
Servo Motor

The servo motor used in the project is SG90 Micro Servo weighing about 9g. This is programmed using



Buzzer

In our project the buzzer is used for beep sound indicating the entry of wrong password.



Piezo Buzzer Construction

Fig - 5: Buzzer

Potentiometer

In our project we have used a potentiometer of 10Kohm resistance in order to adjust the contrast of the Liquid crystal display.

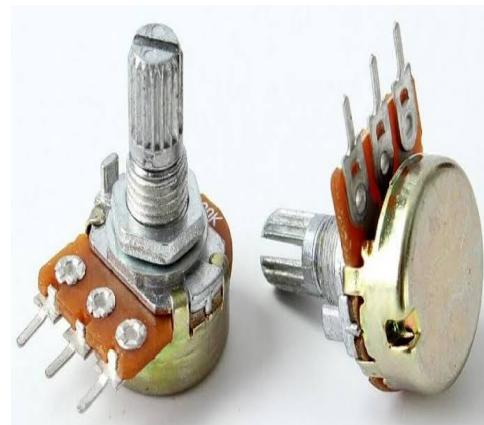


Fig - 6: Potentiometer

2.7 GSM Module

the library
<Servo.h>

Fig - 4: Servo Motor

A GSM module is a device which can be either a mobile phone or a modem device which can be used to create a computer or any other processor to communicate over a network. A GSM module needs a SIM card to be operated and operates over a network range subscribed by the network operator.

Fig - 7: SIM 800L GSM Module



3. METHODOLOGY

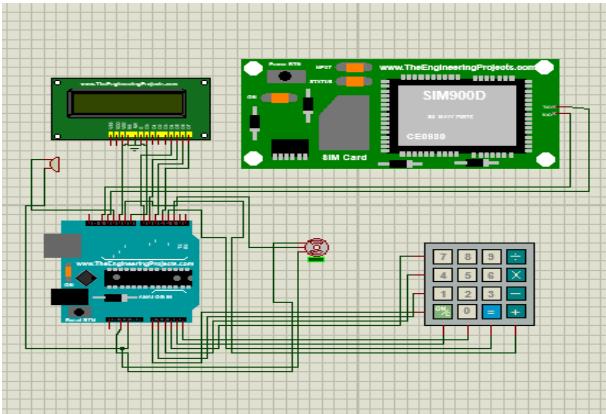


Fig - 8: Circuit Diagram

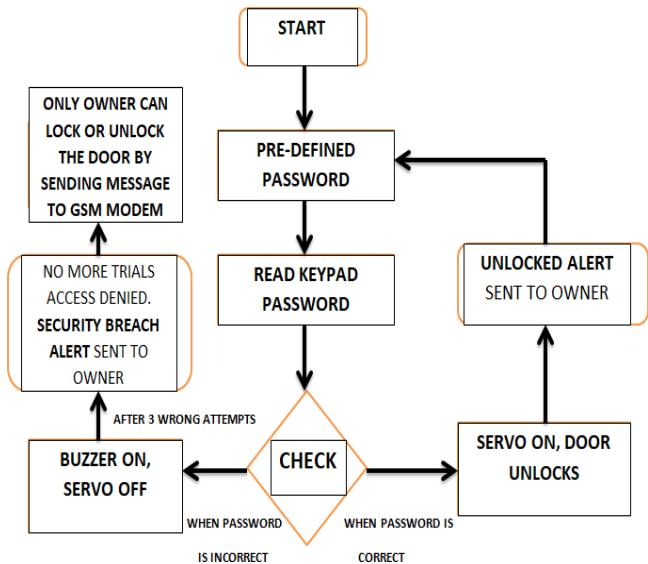


Fig - 9: Flowchart

The above flowchart gives a brief idea as to how the project works. Initially the password is known. When the device is turned on, it resets the servo angle to lock the door. Now the user is prompted to enter the password. The user enters the passcode through a keypad which is read by the Arduino. Now the entered password is checked with the known password. If the password matches, then the servo motor deflects and the door unlocks for 10 seconds else the buzzer beeps indicating the invalidity of the password.

Owner do gets the information too about the locking and unlocking of door through SMS sent to his smart phone by GSM modem.

After 3 wrong attempts, the system automatically gets locked showing " NO MORE TRIALS ACCESS

DENIED". Now, the password won't be entered through keypad but only the owner who knows some pre-defined code will be able to unlock or lock the door through SMS sent by his phone to the sim which is connected in GSM modem.

4.

RESULTS

Fig - 10: Showing user to enter the password

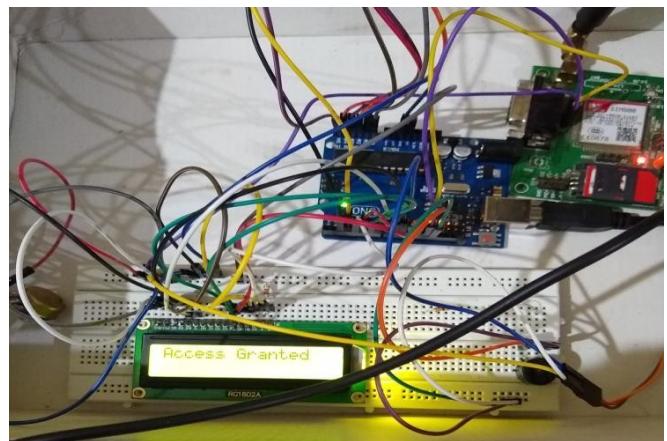
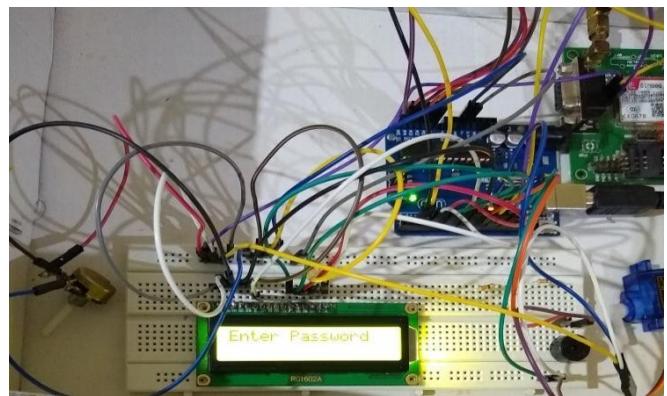
In the above figure, Fig- 10 the LCD displays the user " ENTER PASSWORD" . The entered password is displayed as characters on the LCD.

In the figure, Fig- 11, the user has entered the correct password and the LCD shows " ACCESS GRANTED" on the LCD.

The servo motor deflects thus unlocking the door.

Fig - 11: Access is granted and the door unlocks

Fig - 12: Showing user wrong password when the password entered does not match with the pre- defined passwor



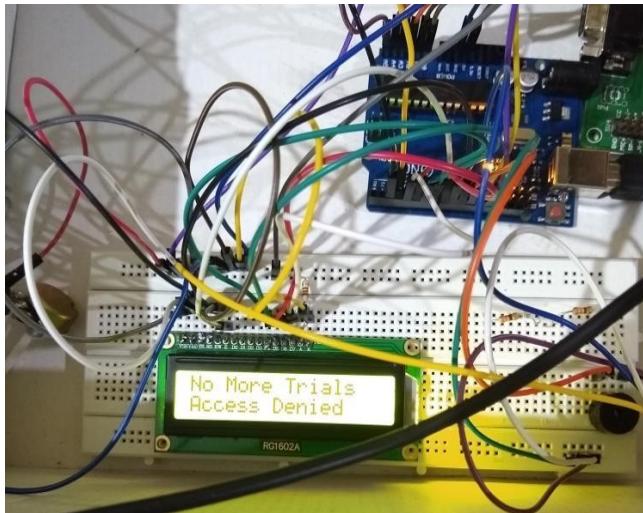


Fig - 13: After 3 wrong attempts, system gets locked

When the system gets locked, password cannot be entered through keypad. Now only owner has the power to unlock or lock the door with the password he knows.

Fig - 14: Owner getting information when the door is unlocked and on three wrong attempts

5. FUTURE SCOPE

The security level can be increased by adding a biometric fingerprint scanner. We can interface sensors like Fire, LPG, PIR motion detector to microcontroller in case of any accident so that door will open automatically. We can interface camera to the micro controller so that it could capture the picture of the thief who is trying to breach the security. This simple circuit can be used at places like home to ensure better safety. With a slight modification, this project can also be used to control the switching of loads through password. It can also be used at organizations to ensure authorized access to highly secured places.

6.

CONCLUSION

This project is productive in providing enough security as long as the password is not shared. In future this “ Password based Door Lock System” can be provided maximum security by the above enhancements in order to completely satisfy user’ s needs. Hence, a common man can afford to buy such locking system in minimal cost to keep his valuables safely without any worries.

REFERENCES

- [1] The working principle of an Arduino, Abuja, Electronics, Computer and Computation(ICECCO), 2014 11th International Conference, IEEE
- [2] <http://arduino.cc/tutorial>
- [3] <http://instructables.com>
- [4] Component details <http://en.wikipedia.org/>
- [5] Theodore S. Rappaport, Wireless Communications, second edition, PHI, New Delhi

