<div align="center">**OFFICE AUTOMATION SOFTWARE (DCA-103)**</div>

<div align="right">**COURSE OUTLINE:**</div>

1. WORD PROCESSING:
An Introduction, Formatting a Document, Using AutoCorrect, Proofing a Document with Spell and Grammer Check, Finding and Replacing Text, Improving the Look of a Document, Inserting Graphics, Inserting Table, Mail Merge.

2. SPREADSHEET PACKAGE:
Introduction to Spreadsheets, Using Formulas in Excel, Understanding Cell Referencing in Excel, Editing a Worksheet, Formatting and Printing a Worksheet, Use of Simple Statistical Functions, What-if Analaysis and Data Tables in Excel, Working with Graphs and Charts.

3. PRESENTATION PACKAGE:
Introduction to PowerPoint, Different Views of a Presentation, Editing a Presentation, Adding Special Effects in a presentation.

<div align="right">**DETAILED SYLLABUS:**</div>

1. WORD PROCESSING: **(15 MARKS)**

- **An Introduction** (Introduction, The Word Screen, Creating documents, Editing documents, Printing documents, Quitting documents) (2 MARKS)
- **Formatting a Document** (Text style, Changing the font type and size, Alignment of text, Formatting paragraphs with line of paragraphs with line of paragraph spacing, Adding headers, footers and page numbers) (2 MARKS)
- **Using AutoCorrect** (Introduction to AutoCorrect, Using AutoCorrect) (1 MARK)
- **Proofing a Document with Spell and Grammer Check** (Spell and grammer check the entire document, Readability statistics, Using the thesaurus, Using word count) (1 MARK)
- **Finding and Replacing Text** (Replacing occurances of text, Finding and replacing formatting) (1 MARK)
- **Improving the Look of a Document** (Adding borders and shading, Bullets and numbering, page setting, Format painter, Inserting symbols, Using supersript and subscript) (1 MARK)
- **Inserting Graphics** (Inserting a graphic, Inserting WordArt) (2 MARKS)
- **Inserting Table** (Understanding tables, TableAutoFormat) (2 MARKS)
- **Mail Merge** (The basic concept of merging documents, Working with master documents, Merging documents) (3 MARKS)

2. SPREADSHEET PACKAGE: **(15 MARKS)**

- **Introduction to Spreadsheets** (Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel) (1 MARK)
- **Using Formulas in Excel** (Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook) (2 MARKS)
- **Understanding Cell Referencing in Excel** (Relative referencing, Absolute referencing, Mixed referencing) (2 MARKS)
- **Editing a Worksheet, Formatting and Printing a Worksheet** (Formatting a worksheet, printing a worksheet) (3 MARKS)
- **Use of Simple Statistical Functions** (Statistical functions, Adjusting the worksheet size, Conditional function) (2 MARKS)
- **What-if Analaysis and Data Tables in Excel** (What-if analysis, Data tables, Creating a one-variable data table, Creating a two-variable data table) (2 MARKS)

- **Working with Graphs and Charts** (Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts) (3 MARKS)

3. PRESENTATION PACKAGE: (10 MARKS)

- **Introduction to Powerpoint** (An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting stated, Creating a presentation) (3 MARKS)
- **Different Views of a Presentation** (Opening an existing presentation, Switching views) (1 MARK)
- **Editing a Presentation** (Adding slides, Deleting slides, Rearranging slides, Changing the presentation design, Changing slide layouts, Printing a presentation) (3 MARKS)
- **Adding Special Effects in a presentation** (Inserting pictures from files, Animating slides, Adding sound effects, Setting slide timings, Rehearse timings, Grouping and ungrouping pictures) (3 MARKS)

PRACTICALS: (40 - Marks)
(Software : MS-Office 2007)

I. WORD PROCESSING: (15 - Marks)
1. Basic Typing Practice
2. Business Letter Design
3. Resume Letter Design
4. Table Design (Simple to Advanced Level)
5. Crossword Design
6. Newsletter Design (Simple to Advanced Level)

II. SPREADSHEET: (15 - Marks)
1. Table Design (Simple to Advanced Level)
2. Addition, Subtraction, Multiplication, Division, Percentage Manipulation
3. Chart or Graph Design
4. Sorting

III. POWERPOINT: (10 - Marks)
1. Slide Presentation (Simple to Advanced Level)
2. Animation, Slide Transition, Effects

TEXT BOOK:
1. **Computers Ahead CBSE Class IX**, Rajiv Mathur, Orient BlackSwan. Reprinted Edition 2010.

SUGGESTED FURTHER READINGS:
1. **IT TOOLS AND BUSINESS SYSTEMS** – First Edition 2010, Third Revised and Updated Edition 2012. Reprinted 2013. Satish Jain, Shshank Jain, Shshi Singh, and M. Geetha Lyer, BPB Publications.
2. **Microsoft Office 2007 Training Guide** – Karl Schwartz, BPB Publications.
3. **Microsoft Office 2007 Training Guide** – Satish Jain, BPB Publications.
4. **Microsoft Office 2010 Training Guide** – Satish Jain, BPB Publications.
5. **BPB's Office 2010 Course** - Satish Jain, BPB Publications.