MSC (CA&IT) - Semester: I
(Effective from year 2023-24)

Course Code:	CAIT-107-P	Course Title:	Practical Skills in Office Automation
Course Credits:	02	Hour of Teaching/Week:	02
Internal Assessment Marks:	25	External Exam Marks:	25
Exam Duration	2Hrs		

Practical Based on the Following Topics

Windows Desk top and GUI Related Components.

MS Word - Working with Documents -Opening & Saving files, Editing text

documents, Formatting page & setting Margins, Converting files to different formats, Importing

& Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons,

using help, Formatting Documents. Type face - Bold, Italic, Underline, Case settings, Highlighting,

Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets &

Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper

tray, Border & Shading, Columns, Header & footer, Setting

Footnotes & end notes, Setting Document styles, Table of Contents, Index, Page Numbering, date &

Time, Author etc., Creating Tables- Table settings, Borders, Alignments, Insertion, deletion,

Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArt, Pictures/Files etc., Tools

– Word Completion, Spell Checks, Mail merge, Templates, Printing Documents – Shortcut keys.

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu,

Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types.

Working with Spreadsheets- opening, saving files, setting Margins, Converting files to different

formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns

& Cells, Referring Cells & Selecting Cells – Shortcut Keys. Entering & Deleting Data- Entering

data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, highlighting values,

Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from

external files, Frames, Clipart, Pictures, Files etc., Inserting Functions, Manual breaks, Setting

Formula - finding total in a column or row, Mathematical operations (Addition, Subtraction,

Multiplication, Division, Exponentiation), Using other Formulae. Formatting Spreadsheets,

Formatting layout for Graphics, Clipart etc.,

Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility -

Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders

& Shading – Shortcut keys.

MS Power point: Introduction to presentation, Creating a presentation - Setting Presentation style, Adding text to the Presentation. Formatting a Presentation - Adding style, Colour, gradient fills, arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. Adding Effects to the Presentation Setting Animation & transition effect. Printing Handouts, Generating Standalone Presentation viewer.

External Exam Format : As per Table 1.1, 1.2 and 1.3