# OAT-1-03T: Office Automation Tools

| Course: Office Automation Tools | |
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| **Course Code: OAT-1-03T** | |
| **Course Outcomes (COs)** | |
| After the completion of this course, the students will be able to: | |
| CO1 | Demonstrate proficiency in using office suite applications such as Microsoft Office for Word Processing. |
| CO2 | Demonstrate proficiency in using office suite applications such as Microsoft Office for Power Presentations. |
| CO3 | Demonstrate proficiency in using office suite applications such as Microsoft Office for Spread Sheets. |
| CO4 | Understand and utilize electronic signature tools such as DocuSign or Adobe Sign for digitally signing documents. |
| CO5 | Familiarity with Video conferencing software for online meetings and webinars. |

## Detailed Contents:

| Module | Module Name | Module Contents |
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| **Module 1** | **Microsoft Office for Word Processing** | Introduction to Word Processing, Development of the Word Processor, Creating, opening and closing documents, Working with multiple documents, Saving documents, Save an existing file under another name, Locating the components of the Writer window, Writer toolbars and ruler, Adjusting the application settings, Adding content to Writer Documents, Working with text, Editing Content, Formatting Documents, Text Formatting, Paragraph Formatting, Text alignment, Tabs and its types, Placing text at the tab position, Paragraph spacing, Working with lists, Paragraph borders and shading, Creating and Applying Styles, Adding tables, Adding data to a table, Deleting a table, Add and delete columns and rows, Modifying columns and rows, Inserting images, Modifying images, Resize an image and charts, Mail Merge, Preparing the documents, Creating the main document, Creating the data source, Document formatting. |

| Module II | Microsoft Office for Spread Sheets. | Introduction to Spreadsheets, Development of the spreadsheet, Design considerations for spreadsheet documents, Creating, opening, and closing spreadsheets, Working with multiple spreadsheets, Saving spreadsheets, Locating the components of the Calc window, Calc toolbars, Adjusting the application settings, Adding content to Calc spreadsheets, Working with cells, Selecting cells and cell ranges, Entering data in cells, Numerical data, Date format of data, Sorting data, Formatting appearance, Copying and Moving cells, Working with rows and columns, Formulas and Functions, Arithmetic formulas, Arithmetic operators, Functions, Cell ranges, Charts and graphs, Types of Charts, Creating charts from cell data, Modifying a chart, Preparing spreadsheets for output, Setting up a worksheet for printing, Printing worksheet |
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| Module III | Microsoft Office for Power Presentations. | Introduction to Presentations, Design principles, Purpose of the Presentation, The Design Process, Graphics and illustrations, Working with Presentations, Window Layout, Opening an Existing Presentation Using the File Menu, Saving a Presentation, Saving a Presentation in Different Formats, Creating a New Presentation, Using Pre-defined Presentation Templates in Presentation, Creating a Presentation from Scratch, Slide Layouts, Adding, Copying and Deleting Slides, Creating and Applying Presentation Views, Creating a Master for Presentation, Adding a Graphic or Object, Adding Text to Slides, Enter Text into Placeholders, Title Placeholder, Text Placeholder, Adding Text in Outline View, Adding a Textbox to a Slide, Copy, Move and Delete Text and Text Boxes, Formatting Text, Work with Tables in Presentations , Inserting Charts, Different Chart Types, Identifying the Parts of a Chart, Inserting a Simple Chart, Importing Charts and Tables from a Spreadsheet, Working with Graphics, Graphical Object, Inserting Clip Art, Inserting an Image from File, Using the Art Gallery to Draw Objects, Move/Delete/Copy a Selection of Objects, Preparing your Presentation, Animation Effects on Text and Objects, Add Presenter Notes to Slide |

| Module IV | Collaboration & Communication and Electronic Signature | **Microsoft Teams:** Combines chat, video conferencing, file storage, and application integration for team collaboration.<br>**Zoom:** Video conferencing software for online meetings and webinars.<br>**Electronic Signature:**<br>    **DocuSign:** Allows users to electronically sign documents, contracts, and agreements.<br>    **Adobe Sign:** Part of the Adobe Document Cloud, offering electronic signature capabilities. |
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| Module V | Future Trends in Office Automation | Emerging technologies and their impact on office automation |
| Module VI | Security and Privacy | <ul><li>Importance of security in office automation</li><li>Best practices for securing office documents and communications</li></ul> |

## Books

1. Ramesh Bangia, "Learning Microsoft Office 2010", Khanna Publishers
2. Satish Jain, Shashi Singh, M. Geetha Iyer, "Bpb'S Computer Course Windows 10 With Ms Office 2016", BPB Publications
3. https://baou.edu.in/assets/pdf/BSCIT_103_slm.pdf
4. https://www.ebookbou.edu.bd/Books/Text/SST/DCSA/dcsa_1302/Unit-02.pdf
5. https://www.msuniv.ac.in/images/e-content/6.Computer%20%20Fundamentals%20and%20Office%20Automation.pdf