

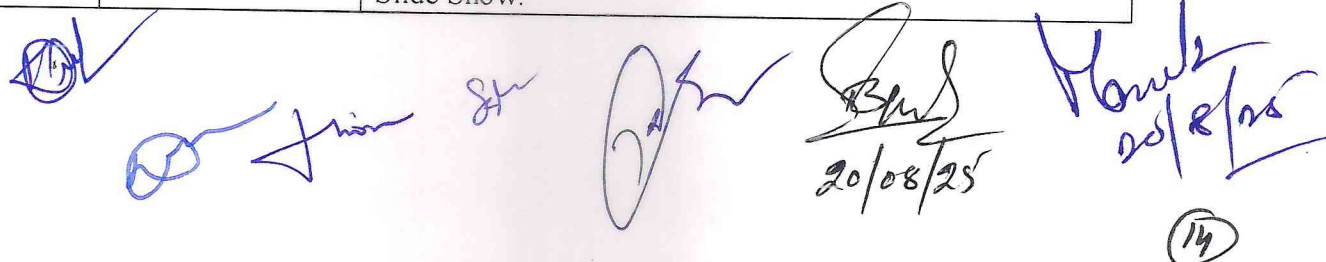
CBCE-1-03T: Basics of Office Automation

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

Course: Basics of Office Automation	
Course Code: CBCE-1-03T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Demonstrate basic knowledge of MS-Office applications and their role in office automation.
CO2	Create, format, and manage professional documents using MS-Word .
CO3	Analyze and organize data using MS-Excel functions, formulas, charts, and pivot tables.
CO4	Design effective PowerPoint presentations by integrating multimedia elements.
CO5	Familiarity with Video conferencing software for online meetings and webinars.

Detailed Contents:

Module	Module Name	Module Contents
Module I	Word Processing	Introduction to Word Processing, Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying; using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views
Module II	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, Functions: SUM, COUNT, AVERAGE, MAX, MIN, MEDIAN, MODE PRODUCT SQRT, STDEV, ABS, QUARTILE, PERCENTILE, AVERAGEIF, COUNTA, COUNTBLANK, CORREL, Logical operation IF, SUMIF, AVERAGEIF, COUNTIF
Module III	Microsoft Office for Power Presentations.	Introduction to Presentations, Basics of presentation software; Creating Presentation: Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Inserting Word Table or An spreadsheet Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Slide Show: Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.



 20/08/25

Module IV	Collaboration & Communication	Microsoft Teams: Combines chat, video conferencing, file storage, and application integration for team collaboration. Zoom: Video conferencing software for online meetings and webinars.
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Books

1. Ramesh Bangia, "Learning Microsoft Office 2010", Khanna Publishers
2. Nortorn, P. Introduction to Computers, 7 th Edition, 2017
3. Rajaraman, V., Fundamentals of Computers, PHI, 2014.
4. Larry E. Long and Nancy Long, Computers: Information Technology in Perspective, PHI, 2001
5. Andy Channelle, Beginning OpenOffice 3, Apress, 2009

