

<b>Subject Code : 1CS2010106</b>	<b>Subject Title: WORKSHOP-I (INTRODUCTION TO OFFICE AUTOMATION TOOLS)</b>
<b>Pre-requisite :</b>	-

**Course Objective:**

The objective(s) of this course is to:

- Make the students familiar with various office automation tools for day to day office work which include documentation, data analysis and presentation.
- Helps students, to understand the significance of using open source software/applications.
- Gain basic imminent of Operating System, Word-processor, Spreadsheet, Presentation tools.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture	Tutorial	Practical	Credit	Theory		Practical		Total
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
-	-	4	4	-	-	60	40	100

Subject Contents				
Sr. Np	Topics	Total Hours	Weight (%)	
1	<p><b>Introduction to Computer</b> :History ,Generation of Computer, Applications, Advantages, Hardware &amp; Software, Types of Computer ; Memory -Units, Representation, types</p> <p><b>Introduction of Operating System:</b> DOS and Windows Family</p> <p><b>DOS:</b> Internal &amp; External commands, Wildcard Character, file name Rules, Creating/Editing file, batch file.</p> <p><b>File Management:</b> File explorer and various operations on files (select, open, move, copy, rename, delete, restore deleted files, create a new file and folder, search for files, create a shortcut etc)</p> <p><b>Introduction to Linux:</b> Basic Commands and shell scripting.</p> <p><b>Introduction to Accessories and Control Panel:</b> Identifying various accessories available in computer and playing with control panels. Add / remove programs.</p>	12	25	
2	<p><b>Open Source Options for Office Package Tools</b></p> <p><b>Introduction to Apache Open Office and/or LibreOffice</b></p>	3	5	
3	<p><b>Word Processor (E.g. Writer):</b> Features, Working area, Menus, Commands, Toolbars, Buttons, Shortcuts, Creating/ Formatting/Printing and other operations on a document. Spell Check , Find &amp; Replace, Headers &amp; Footers , Inserting – Page Numbers, Pictures, Auto texts, Symbols , Working with Columns, Tabs &amp; Indents, Creation &amp; Working with Tables ; Margins &amp; Space management in Document; Mail Merge.</p>	10	20	
4	<p><b>Spreadsheet Application (E.g. Calc):</b> Calculate, analyze and present data in numerical reports, charts or graphics. Pulling-in raw data from databases, natural language formulas, a quick sum button, wizards, styles and a scenario Manager for "what if" analysis.</p>	10	20	
5	<p><b>Multimedia Presentation (E.g. Impress):</b> Working with draw, outline, slides and notes. Hands on drawing and diagramming tools, slideshow animation and effects.</p>	7	15	
6	<p>Introduction to the database tool, <b>Base</b>, to create and modify tables, forms, queries and reports and <b>Math</b> to create mathematical equations</p>	6	15	

**Course outcomes:**

At the end of the course, the student would be able to:

- Identify and select various tools and techniques for different office related jobs.
- Understand the importance of using open source software/applications.
- Operate various office automation tools and map the manual job into one of these tools.
- Prepare documentation, reports, charts, graphs, presentation etc. using office automation tools.

**List of References:**

- 1 Open Office Basic: An Introduction, by James Steinberg (Author), published by Gold Turtle Publishing
- 2 Getting Started with OpenOffice (LibreOffice): The Free Replacement for Microsoft Office, by Rob Spahitz (Author), Jack Dunning (Foreword), Publisher: ComputorEdge E-Books
- 3 How to Use Open Office Writer 3.3 by Kerie Hinchliffe (Author), Published by Quantum Scientific Publishing
- 4 OpenOffice 3.4 Volume II: Calc: by Christopher N. Cain (Author), Riley W. Walker (Author), Published by Quantum Scientific Publishing
- 5 OpenOffice 3.4 Volume III: Base by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
- 6 OpenOffice 3.4 Volume IV: Impress by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
- 7 OpenOffice.org 3.3 Math Guide By ODFAuthors Team published by Friends of OpenDocument Inc

**E-Resource / Web Links:**

1. <https://www.openoffice.org/>
2. <https://www.libreoffice.org>
3. <http://www.ee.surrey.ac.uk/Teaching/Unix/>
4. <http://www.freeos.com/guides/lsst/ch02sec01.html>

**List of Experiments:**

**Note:** The experiment list provided beneath is for reference only. The course teacher may change/formulate it as per his/her methodology and requirement.

**1. Operating System**

- 1.1 Starting the Windows, Starting a program, running a program, Running multiple programs and switching between windows, Customizing the Task bar, Recycle bin, restoring the deleted files
- 1.2 Creating and removing folders, Making the taskbar wider, arranging icons on the Desktop, Displaying and hiding the taskbar clock, Controlling the size of start menu options, Creating Shortcuts.
- 1.3 Installing a screen saver, Assigning a wallpaper to Desktop, Adding a program to the start menu, Adding a program shortcut in the Desktop, Customizing the mouse settings
- 1.4 Expanding and collapsing a folder, Recognizing File types using icons, Running a program from explorer, Renaming a file or folder, Sorting a folder
- 1.5 Displaying the properties for a file or folder, Using cut and paste operations to move a file, Using copy and paste operations to copy a file, Moving and copying files with mouse, Searching a file or folder by using search command
- 1.6 Finding a file or folder, by name, Defragmenting the disk, using disk defragmenter, Controlling the speaker volume, Recording and saving an audio file, Connecting a printer to the PC
- 1.7 Booting Linux, Maintaining User accounts, Creating folders, renaming folders and files Copying, moving, deleting files, Taking backups and restoration of files Practicing the commands like passwd, who, whoami, kill, write etc

## **2. Word-Processor**

- 2.1 Preparing a Official Letter / Business Letter / Circular Letter, Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.
- 2.2 Preparing a news letter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
- 2.3 Creating and using styles and templates
- 2.4 To create a style and apply that style in a document, to create a template for the styles and assemble the styles for the template
- 2.5 Creating and editing the table
- 2.6 To create a table using table menu
- 2.7 To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
- 2.8 To create a simple statement for math calculations viz. Totalling the column.
- 2.9 Creating numbered lists and bulleted lists
- 2.10 To create numbered list with different formats (with numbers, alphabets, roman letters)
- 2.11 To create a bulleted list with different bullet characters
- 2.12 Printing envelopes and mail merge.
- 2.13 To print envelopes with from addresses and to addresses
- 2.14 To use mail merge facility for sending a circular letter to many persons
- 2.15 Using the special features of word
- 2.16 To find and replace the text
- 2.17 To spell check and correct.
- 2.18 To generate table of contents for a document
- 2.19 To prepare index for a document.
- 2.20 Create an advertisement
- 2.21 Prepare a resume.
- 2.22 Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.

## **3. Spreadsheet**

- 3.1 Using formulas and functions:

To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales). Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).
- 3.2 Operating on the sheets:

Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data.
- 3.3 Creating a Chart:

To create a chart for comparing the monthly sales of a company in different branch offices
- 3.4 Using the data consolidate command:

To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.
- 3.5 Sorting Data, Filtering Data and creation of Pivot tables.

## **4. Database Management (Using Access)**

- 4.1 Creating Employee's address Database and then list the data on the screen in alphabetical order.
- 4.2 Performing various queries.
- 4.3 Generating in Access
- 4.4 Generating the Report from Database
- 4.5 Importing and exporting data.

**5. Presentation Tool ( Using MS- Power Point)**

- 5.1 Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.
- 5.2 Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.
- 5.3 Creating a Presentation with Slide Transition – Automatic and Manual with different effects.
- 5.4 Creating a Presentation applying Custom Animation effects – Applying multiple effects to the same object and changing to a different effect and removing effects.
- 5.5 Creating and Printing handouts.