CBCE-1-03T: Basics of Office Automation Lab

Total Marks: 50
External Marks: 35
Internal Marks: 15
Credits: 2
Pass Percentage: 40%

Course: Basics of Office Automation Lab	
Course Code: CBCE-1-03P	
Course Outcomes (COs) After the completion of this course, the students will be able to:	
CO1	Create and format various types of documents using word processing software.
CO2	Apply styles, formatting, and templates to enhance document appearance.
CO3	Create, edit, and format spreadsheets for data management and analysis using tools like Microsoft Excel.
CO4	Develop effective presentation skills using presentation software (e.g., Microsoft PowerPoint).
CO5	Enhance communication skills through effective use of email, instant messaging, and other communication tools.

Detailed about Experimental Tasks:

Experimental Task No.	**Experimental Description**
T1	• Experimental work to create and format various types of documents using word processing software. • Experimental work to apply styles, formatting, and templates to enhance document appearance.
T2	• Experimental work to create, edit, and format spreadsheets for data management and analysis using Microsoft Excel. • Experimental work to perform basic and advanced functions like sorting, filtering, and creating charts.
T3	• Experimental work to develop effective presentation skills using presentation software (e.g., Microsoft PowerPoint). • Experimental work to design and deliver presentations with a focus on visual appeal and communication effectiveness.

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T4	• Demonstrate proficiency to utilize collaboration tools within office suites for real-time editing and sharing of documents.
T5	• Demonstrate proficiency to use of email, instant messaging, and other communication tools.