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 1	**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

20/8/25

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.

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

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