ANDHRA PRADESH COMMON CORE (CBCS) SYLLABUS,2015
SRI KRISHNADEVARAYA UNIVERSITY, ANANTHAPURAMU
I Year, II Semester

B.A/B.Sc/B.COM, COMPUTER APPLICATIONS

PAPER - II - OFFICE AUTOMATION TOOL

UNIT I

Introduction to Windows, Desktop, File, Folder, My Computer, My documents, Recycle bin, Internet Explorer, Windows Explorer

Office Automation: Organization of an Office, Nature of Office work , The definition and need for office automation. Document Preparation : Word processing , Various office equipment that help in document preparation, Introduction to document storage and retrieval .

UNIT II

Word Basics: Starting word, Creating a new document, Opening preexisting document, The parts of a word window, Typing text, Selecting text, Deleting text, Undo, Redo, Repeat, Inserting text, Replacing text, Formatting text, Cut, Copy, Paste – Printing.

Formatting Your Text and Documents: Auto format, Line spacing, Margins, Borders and Shading.

Working with Headers and Footers: Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages.

Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width .

Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using word's drawing features, drawing objects, text in drawing.

Templates: Template types, using templates, exploring templates, modifying templates.

Macros: Macro, Recording macros, editing macros, running a macro.

Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document. Overview of word menu options word basic tool bar.

UNIT III

MS Power Point: Introduction, Building a presentation, Outlining the presentation, Creating the text and chart slides, Formatting charts, customizing a presentation, drawing on slides, Creating slide shows

Creating Presentations : Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing Images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

UNIT IV

Excel Basics: Overview of Excel features, Getting started, Creating a new worksheet, Selecting cells, Entering and editing text, Entering and editing Numbers, entering and editing Formulas,

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Referencing cells, moving cells, copying cells, sorting cell data, inserting rows, inserting columns, Inserting cells, Deleting parts of a worksheet, clearing parts of a worksheet.

Formatting: Page setup, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns.

Introduction to functions: Parts of a functions, Functions Requiring Add-ins, The Function Wizard. Examples functions by category: Data and time functions, Engineering functions, Math and Trig functions, Statistical functions, Text functions.

Excel Charts: Chart parts and terminology, Instant charts with the chard wizard, creation of different types of charts, printing charts, deleting charts – Linking in Excel

Excel Graphics: Creating and placing graphic objects, Resizing Graphics, Drawing Lines and Shapes

UNIT V
MS Access
Creating a Simple Database and Tables: Creating a contact Databases with the wiz, The Access Table Wizard, Creating Database Tables without the wizard, Field Names, Data Types and Properties, Adding, deleting fields, renaming the fields in a table.

Forms: The Form Wizard, Saving Forms, Modifying Forms

Entering and Editing Data: Adding Records, Duplicating previous entries without Retyping, Undo, Correcting Entries, Global Replacements, Moving from Record to Record in a table.

Finding, Sorting and Displaying Data: Queries and Dynasets, Creating and using select queries, Returning to the Query Design, Multilevel Sorts, Finding incomplete matches, Showing All Records after a Query, Saving Queries, Crosstab Queries.

Printing Reports: Simple table, Form and Database printing, Defining advanced Reports, Manual Reporting, properties in Reports, Saving Reports

Relational Databases: Flat Versus Relational, Types of Relationships, Viewing Relationships, Defining and Redefining Relationships, Creating and Deleting Relationships.

MS Outlook: Introduction, Reading and Sending messages, managing the mail box, keeping a contacts list, Scheduling tasks and Meetings.

TEXT BOOKS
1. Baja K K , Office Automation , MacMillan India Ltd, 1996.
2. Steve Sagman, Microsoft Office XP for Windows, Pearson Education Asia, 2002.
3. Jennifer Fulton, Microsoft Office 2000 Cheat Sheet, Prentice-Hall of India, 1999.

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REFERENCE BOOKS

1. Windows XP Home Edition Complete , BPB Publications, 2001.
2. Raghav Bahl , Exploring Microsoft Office XP , Cyber Tech, 2001 .
3. Sanjay Saxena , MS Office 2000 for Everyone, Vikas Publishing , 2001

MS OFFICE LAB

1. Prepare your class time table using different Text formatting in table.
2. Send a Call Letter for All Applicants to Inform Interview Details using Mail Merge
3. Mathematical Equations
4. Water Marking
5. Create Backup file
6. Create a text and images with effects
7. Create a animation and sound effects
8. Create a pay details of employee
9. Calculate student mark details
10. Create four types of chart
11. Import external data, sort & filter