Open Courses (XXX5DXX)

BCS5D01 Introduction to Computers and Office Automation

Course Number: 29

Contact Hours per Week: 3 T

Number of Credits: 3

Number of Contact Hours: 48 Hrs.

Course Evaluation: Internal – 15 Marks + External – 60 Marks

Objective

• To learn Office Automation.

Prerequisites

• Basic knowledge in Computer & Internet.

Unit I [12T]

Introduction to Computers: Types of Computers - DeskTop, Laptop, Notebook and Netbook.Hardware: CPU, Input / Output Devices, Storage Devices – System - Software - OperatingSystems, Programming Languages, Application Software - Networks - LAN, WAN - Client - Server.

Unit II [12T]

Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to OfficeAutomation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect,Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features- Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object,Template.

Unit III [12T]

Electronic Spread Sheet (Open Office Calc/MS-Excel) - Introduction to Spread Sheet, Creating &Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts,Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.

Unit IV [12T]

Presentation using (OpenOffice Impress/MS-Power Point): Presentations, Creating, Manipulating &Enhancing Slides, Organizational Charts, Charts, Word Art, Layering art Objects, Animations andSounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effector In-Built Sound Effect.

References:

1. Michael Miller, Absolute Beginner's Guide to Computer Basics, Prentice Hall.

2. Russell A. Stultz, Learn Microsoft Office, BPB Publication.

3. H.M.Deitel, P. J. Deitel, et al., Internet & World Wide Web - How to program, Prentice

Hall