| Course Code & Name | 26CAPL1002 Office Automation Lab | | |
|---|---|---|---|
| Teaching Hours /week (L:T:P: R) | 0:0:4:0 | Credits | 2 |
| CIE Marks | 50 | ESE Marks | 50 |
| Course Type | Lab (PCL) | Exam Hours | 3 |
| Prerequisites | - | | |

**Course Objectives:**

1. To impart hands-on experience in using widely used office automation software.
2. To develop skills in creating and formatting professional documents using word processing tools.
3. To enable students to organize, analyze, and visualize data using spreadsheet applications and related functions.
4. To develop the ability to create effective multimedia presentations using presentation software and advanced presentation features.

**Course Outcomes (COs)**

After the completion of the course the student will be able to

| Course Outcomes | | Bloom's Knowledge Level (KL) |
|---|---|---|
| CO1 | Demonstrate the use of office automation software interfaces, file management operations, templates, document settings, and shortcut keys for efficient workflow management. | K2 |
| CO2 | Prepare and format professional documents using word processing tools with features such as styles, tables, page layout, mail merge, review options, and macros. | K3 |
| CO3 | Apply spreadsheet tools and functions to organize, manage, analyze, and visualize data using formulas, formatting, sorting, filtering, validation, charts, and pivot tables. | K3 |
| CO4 | Develop effective multimedia presentations using presentation software with themes, layouts, graphical objects, animations, transitions, tables, charts, and master slides. | K3 |

| | | |
|---|---|---|
| **CO5** | Apply office automation tools and their features to create professional documents, manage and analyze data, and develop effective multimedia presentations. | **K3** |

**Note:** *K1- Remember, K2- Understand, K3- Apply, K4- Analyse, K5- Evaluate, K6- Create*

**CO-PO Mapping Table (Mapping of Course Outcomes to Program Outcomes)**

| | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 |
|---|---|---|---|---|---|---|---|---|
| **CO 1** | 2 | 1 | 1 | 3 | - | - | - | 1 |
| **CO 2** | 2 | 2 | 3 | 3 | 1 | - | - | 1 |
| **CO 3** | 3 | 3 | 2 | 3 | 1 | - | - | 2 |
| **CO 4** | 2 | 2 | 3 | 3 | 1 | - | - | 2 |
| **CO5** | 2 | 2 | 2 | 3 | 1 | - | - | 2 |

**Note:** *1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High), - : No Correlation*

**Course Assessment Method**

**(CIE: 50 marks, ESE: 50 marks)**

**Continuous Internal Evaluation Marks (CIE)**

| Attendance | Continuous Assessment (Lab Experiments/ Project, Viva, Completion of Lab Reports / Project Report) | Internal Lab Examination-1 | Internal Lab Examination- 2 | Total |
|---|---|---|---|---|
| **8** | **22** | **10** | **10** | **50 Marks** |

**End Semester Examination Marks (ESE)**

*Submission of Record: Students shall be allowed for the end semester examination only upon submitting the duly certified record.*

| Procedure/ Algorithm/ Flowchart | Conduct of Experiment/ Execution of work | Quality of Output | Viva voce | Record | Total |
|---|---|---|---|---|---|
| **10** | **15** | **10** | **10** | **5** | **50 Marks** |

**Continuous Assessment (22 Marks)**

1. Conduct of Lab Experiments/Project (12 Marks)
2. Timely Completion of Lab Reports/ Project Reports (5 Marks)
3. Viva Voce (5 Marks)

*Final Marks Averaging: The final marks for conduct of experiments, viva, and records are the average of all the specified experiments in the syllabus.*

**Evaluation Pattern for End Semester Examination (50 Marks)**

1. Procedure/Algorithm/Flowchart (10 Marks)
2. Conduct of Experiment/Execution of Work (15 Marks)
3. Quality of Output (10 Marks)
4. Viva Voce (10 Marks)
5. Record (5 Marks)

**SYLLABUS**

Lab exams may include customized questions combining various elements, features, tools and functionalities from Word, Excel and PowerPoint, covered in below topics.

| Expt. No | List of Experiments |
|---|---|
| 1 | Quick Introduction to MS Word, MS Excel and MS Power Point (2016 Version). |
| 2 | Explore User Interface: Menu Bar, Ribbon, Tabs, Tab Groups, Quick Access Toolbar, Document Area, Ruler, Scroll Bar, Status Bar, View layout shortcuts, Zoom, Ribbon display options. |
| 3 | Explore File Tab: Document protection, Creating a new file, Using templates, Opening and document, Save and Save-As options, Print options, Document options and general settings. |
| 4 | Explore the common short-cut keys for fast and convenient use of automation software's. |
| 5 | MS Word: Editing text documents- Cut, Copy, Paste, Undo, Redo, Find, Advanced find using search options, Replace, Using help. |
| 6 | Set Font styles- Font selection, Size, Text Colour and Highlighting, Bold, Italic, Underline, Strikethrough, Format painter, Subscript & Superscript, Case settings, Text effects, Clear formatting. |

| | |
|---|---|
| 7 | Paragraph and document styles- Alignments, Line and paragraph spacing, Bullets & Numbering, Indents, Applying document styles, Border & Shading, Sorting. |
| 8 | Inserting Cover Page, Blank Page, Page Break, Insert Pictures and its formatting, Shapes, SmartArt and Charts, Hyperlinks using different methods, Bookmarks, Header & footer, Page numbering, Adding Textbox, Auto Text, WordArt, Drop Cap, Adding Objects, Equations and Symbols to document. |
| 9 | Tables-Adding Tables, Insertion, Deletion, Merging, Splitting, Borders. |
| 10 | Designing: Setting Themes, Watermark, Page colour, Page border. |
| 11 | Layout Settings: Setting Page Size and Margins, Orientation, Columns, Page and Section Brakes, Hyphenation. |
| 12 | Setting Image/object position and arrangements, Wrap Text, Align objects, Grouping, Rotate, Adding Table of contents, Mail Merge using DB and excel. |
| 13 | Review options: Using Spelling and Grammar check, Thesaurus, Tracking changes. |
| 14 | View Options: Page views, Ruler, Split Window, Recording and Using Macros. |
| 15 | Spreadsheets-User Interface: Formula Bar, Managing and Protecting Sheets, Addressing Rows/Columns/Cells. |
| 16 | Basic Formatting and Data Management-Entering data, Filling Continuous rows and columns, Text Align and Orientation, Wrap Text, Merge and Centre. |
| 17 | Cell Management- Insert and Delete Cells/Columns/Rows, Cell styles, Row Height, Column Width, Column Headers, Hide/Unhide, Locking Cells. |
| 18 | Conditional Formatting, Sort, Custom Sort and Filter, Find, Search & Replace. |
| 19 | Using Tools- Insert Tables, Table Formatting, Pivot Tables, Pictures, Charts, Pivot Charts. |
| 20 | Visibility- Sheet formatting using Themes, Colours, Background. |
| 21 | Setting Formula- Basic Math Functions, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation). |
| 22 | Data Management- Add data from external files, Text to columns, Duplicate removal, Data validation, Consolidate. |
| 23 | View Settings- Freeze Panes, Split, Hide/Unhide. |

| | |
|---|---|
| 24 | Presentation Software-User Interface: Normal Presentation View, Notes Area, Options in Status bar. |
| 25 | Basic Presentation- Choose Template, Add New Slide, Enter and Arrange Text, Format Text Placeholders, Text formatting, Text direction and Alignment, Add Shapes, Shape Fill/Outline/Effects, Arrange objects, Quick styles. |
| 26 | Slide Operations- Duplicate, Delete, Re-Arrange, Hide, Unhide, Format Slide Background, Choose Slide Layout, Add Section, Set Themes, Side size. |
| 27 | Adding Graphical Objects to a Presentation- Pictures, Smart Art, WordArt, Objects, Video and Audio. |
| 28 | Insert Tables in a Slide, Format Tables, Insert Charts in a Slide, Chart customization. |
| 29 | Adding Effects to the Presentation- Setting Animation & Transition Effects. |
| 30 | Create Master Slides. |

| **Text Books** | | | | |
|---|---|---|---|---|
| **Sl. No** | **Title of the Book** | **Name of the Author** | **Name of the Publisher** | **Edition & Year** |
| 1 | Microsoft Office 2016 Step by Step | Curtis Frye and Joan Lambert | Microsoft Press | 2015 |
| 2 | Microsoft Office 2016: The Complete Guide | Stewart Melart | Conceptual Kings | 2015 |
| 3 | OpenOffice 3.4 Volume I: Writer | Christopher N. Cain and Riley W. Walker 1 | Quantum Scientific Publishing | 2012 |
| 4 | OpenOffice 3.4 Volume II: Calc | Christopher N. Cain and Riley W. Walker | Quantum Scientific Publishing | 2012 |

| **Web References/ Video Links (NPTEL, SWAYAM…)** | |
|---|---|
| **Sl.No** | **Link ID** |
| 1 | http://www.myonlinetraininghub.com/ |
| 2 | https://www.microsoft.com/en-us/learning/training.aspx |
| 3 | https://support.office.com/en-us/office-training-center |
| 4 | https://edu.gcfglobal.org/en/topics/office20l6/ |
| 5 | https://officeskills.org/microsoft-office-tutoria1s.html |

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