BCA5D01-INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

No. of Credits 3
No. of Contact Hours 3 Hours/ Week

- To learn Office Automation.
- Basic knowledge in Computer & Internet.
- CO1 Understand different types of computers
- CO2 Learn documentation using Word processing software such as MS word and Open Office Writer
- CO3 Learn calculations using spreadsheet MS Excel and Open Office Writer
- CO4 Learn presentations using Open Office Impress/MS-Power Point

Unit I [12T]

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

Unit II [12T]

Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to Office Automation, 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.

Objective

Prerequisites

Course Outcomes

Course Outline

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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 and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

Reference Books:

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.