

**UNIVERSITY OF MADRAS**  
**BACHELOR OF COMPUTER APPLICATIONS (BCA)**  
**DEGREE PROGRAMME**  
**SYLLABUS WITH EFFECT FROM 2023-2024**

**Year: I**

**Semester: II**

<b>Office Automation Practical</b>	<b>120S21</b>
Common for B.C.A. , B.Sc.-SA , B.Sc.-CSc-wAI , B.Sc.-CSc-wDS	
<b>Credits 2</b>	<b>Lecture Hours:2 per week</b>
<p><b>Learning Objectives:</b> (for teachers: what they have to do in the class/lab/field)</p> <ul style="list-style-type: none"> <li>• The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Power point.</li> <li>• The course is highly practice oriented rather than regular class room teaching.</li> <li>• To acquire knowledge on editor, spread sheet and presentation software.</li> </ul>	
<p><b>Course Outcomes:</b> (for students: To know what they are going to learn)</p> <p>CO1: Understand the basics of computer systems and its components.            CO2: Understand and apply the basic concepts of a word processing package.            CO3: Understand and apply the basic concepts of electronic spreadsheet software.            CO4: Understand and apply the basic concepts of database management system.            CO5: Understand and create a presentation using PowerPoint tool.</p>	

<b>Contents</b>
<p><b>WORD</b></p> <ol style="list-style-type: none"> <li>1. Create and save a document using MSWORD Deletion of Character, Word, line and block of text - Undo and redo process - Moving, Copying and renaming</li> <li>2. Format the Text document Character formatting - Paragraph formatting - Page formatting</li> <li>3. Spell check the document Finding and Replacing of text - Bookmarks and Searching for a Bookmarks - Checking Spelling and Grammar automatically - Checking Spelling and Grammar using Dictionary</li> <li>4. Print the document Print Preview - Print Dialog box</li> <li>5. Mail Merge in Ms-word Create main document and data file for mail merging - Merging the files - From letters using mail merging - Mailing labels using mail merging</li> <li>6. Table creation in Ms-word Create a table in the document - Add row, column to a table - Changing column width and row height - Merge, split cells of table - Use formulae in tables - Sorting data in a table - Formatting a table.</li> </ol> <p><b>EXCEL</b></p> <ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel</li> <li>2. Entering Data into Work sheet</li> <li>3. Editing data of Worksheet</li> <li>4. Formatting the text in the cells</li> <li>5. Formatting the numbers in the cells.</li> </ol>

**UNIVERSITY OF MADRAS**  
**BACHELOR OF COMPUTER APPLICATIONS (BCA)**  
**DEGREE PROGRAMME**  
**SYLLABUS WITH EFFECT FROM 2023-2024**

6. Formatting cells.
7. Copying format of cell along with data format.
8. Changing the height and width of cells.
9. Freezing Titles, splitting screen
10. Enter formulae for calculation in the cells.
11. Copying the formula over a range of cells.
12. Inserting built-in functions in to the cells.
13. Create graphs for the data using ChartWizard.
14. Format graphs in Excel.
15. Printing of work sheet.

**POWER POINT**

1. Create and save a new presentation using MS Power Point
  - a) layout of opening screen in PowerPoint
  - b) the tool bars in MS PowerPoint
2. Choose Auto Layout for a new slide.
3. Insert text and pictures into a blank slide.
4. Insert new slides into the presentation.
5. Apply slide transition effects.
6. Slide show.

Set animation to text and pictures in a slide - Set the sounds, order and timing for animation

**Learning Resources:**

**Learning Resources:**

**Recommended Texts**

1. Peter Norton, "Introduction to Computers" –Tata McGraw-Hill.

**Reference Books**

1. Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw- Hill.

**Web resources :** Web content from NDL / SWAYAM or opensource web resources