

Title- Office Automation

Course Coordinator- Dr. Diksha Grover

No. of students-16

Syllabus

Unit 1: **5 hours**

- Working with word document:
 - Editing text
 - Finding and Replacing text
 - Checking and correcting spellings
- Paragraph Formatting
- Header and Footer
- Mail Merge
- Tables

Unit 2: **12 hours**

Microsoft Excel

- Creating a Workbook
- Inserting, deleting worksheets
- Formulas
- Handling operators in formulae
- Creating Charts and Graphs
- Functions- Mathematical, Statistical, Financial, Logical

Unit 3: **8 hours**

Microsoft Power Point

- Shortcuts
- Working with Presentations and Slides
- Working with Text, Slide Layouts and Themes
- Add and Edit Images , Animate Content, Printing and Presenting , Graphics and Diagrams

Unit 4: **5 hours**

Microsoft Office Tools

- OneNote
- Outlook

Publisher