E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-14

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)
Re-accredited (3rd Cycle) with Grade A+ and CGPA 3.51by NAAC
CBCS
DEPARTMENT OF COMMERCE - UG

ADD ON COURSE
Office Automation with Advanced Excel

COURSE STRUCTURE
(w.e.f 2021 – 2022 Batch Onwards)

Contact Hours: 30 Hrs   **Credit : 1**

S.No	Semester	Subject code	Title of the Paper
1	I	21CAOC	Theory – Office Automation with Advanced Excel
2	I	21CAOC P	Practical - Lab in Office Automation with Advanced Excel

Objectives:

1. By learning the course, the students will be able · to perform documentation, accounting operations and skills.
2. Students can identify the different components of the Excel worksheet.
3. Students can learn to use functions and formulas and can create and edit charts and graphics.

Unit –I: Microsoft Word

Creating a Document in Microsoft Word:-Working with Documents in Microsoft Word**,** Saving the File, Formatting the Text, Alignment of Text**,** Applying Fonts, Spell Checking, Using Mail Merge in Microsoft Word- Borders and Shading, Closing of the File, Save as Option, Printing Your Document**,** Editing the Document, Editing Tools, Auto Correct, Auto Format, Find and Replace, Find, Replace Text, Page Numbering, Header and Footer, Footnotes and Endnotes.

Unit –II : Microsoft Word

Working with Tables in Microsoft Word: -Creating a Table, Entering Data in a Table, Aligning Data in a Table, Inserting Rows and Columns, Deleting Data from a Table,

Borders and Shading, Converting Text to a Table, Sort Table Data, Creating Nested Tables, Calculations in a Table, Merging Cells, Drawing a More Complex Table.

Additional Commands of Microsoft Word :-Break, Insert, Bullets and Numbers, Change Case, Columns, Comment, Insert, Drop Cap, Envelopes and Labels, Full Screen, Macro, Paragraph, Protect Document**,** Tabs, Word Count, Zoom, Hyperlinks, Track Change, Section Breaks-Keyboard Shortcuts of Microsoft Word.

Unit-III : Microsoft Excel

SpreadSheetBasics:-Introduction,NamingConvention,Sheets,Movingwithina Sheet, Entering, Editing the Data, Selecting Cells, Moving, Copying Data, Drag and Drop Method, Inserting Rows and Columns, Inserting and Deleting Cells, Changing WidthofaColumn,ChangingHeightofaRow,FormattingText,AutoFormat,FormattingNumbers, Adding Border to a Range, Formulae, Summing of a Row or Column**,** Sum Function AverageFunction, Using Function Wizard, Common Functions in Excel.

Advanced Techniques of Microsoft Excel:- Formulas that Make Decisions, Styles, Functions in Excel**,** Using Auto calculate, Sum, Average Function**,** Comments Inserting, Outlines, Worksheet Fitting on a Page, Goal Seeking, ScenariosManager, Typing with AutoFill, Formatting Numbers and Labels, Adding and Deleting Rows and Columns, Inserting and Removing Page Breaks**,** Applying Themes, Add or Remove a Sheet Background, Convert Text to Columns, Protect Worksheet or Workbook Elements, Creating a Pivot Table Report, locking Fields.

Unit –IV: Microsoft Excel

Working with Charts in Microsoft Excel :-Introduction to Charts, Creating&ModifyingChartsinExcel**,**UsingPredefinedChartLayoutsandChartStylesfor a Professional Look**,** Reusing Charts by Creating Chart Templates, Types of Charts, Change the Chart Type of an Existing Chart, Create, Apply, Remove a Chart Template.

Validating Data in Microsoft Excel:- Prevent Invalid Data Entry in a Worksheet, Create a Drop-down List from a Range of Cells.

Accessing Web with Microsoft Excel :-Create or Remove a Hyperlink, Create a Hyperlink to a New File, Create a Hyperlink to an Existing File or Web Page, Create a Hyperlink to an e-mail Address, Delete a Hyperlink, Copy or Move a Hyperlink, Change a Hyperlink**,** Change the Destination of a Hyperlink.

Importing Data in Microsoft Excel:-Connect to (Import) External Data, Create, Edit, and Manage Connections to External Data, Learn about Data Connections, Keyboard Shortcuts of Microsoft Excel.

Unit –V: Microsoft PowerPoint

Working on Slides in Microsoft PowerPoint:-Creating a New Presentation, Saving Presentations, PowerPoint Views. Entering the Text, Moving the Text, Changing the Colour, Adding Graphics to a Slide, Reordering Slides, Duplicating Slides, Deleting Slides, Adding and Animated Cartoon to a Slide, Adding Slide Transitions, Adding Text Transitions, Viewing aPresentation.

Working on Slide Show and Chart in Microsoft Power Point: Making Slide Shows, Hiding a Slide, Notes, Inserting a New Slide, Replacing Text, and Types of Charts.

Text Book:

- Rohit Khurana by Learning MS-Word and MS-Excel.
- Bittu Kumar (2010) Microsoft Power point With Instructions, Screenshots For Developing Computer Skills.
- CA Kuldeep Sharma by Advanced Ms Excel.

Reference Books:

- Kavit a Navlani by Advanced Ms Excel.
- FP Gargi Gupta and CA Piyush Gupta by Excel Advanced Certification Course

List of Programs:

MS-Word
- Create a Word document with appropriate fonts style and font sizes.
- Spells check a document, insert and correct text.
- Format a document with bold, italics, centering, and underlining Insert, resize, and format images and borders.
- Use theme colors and clip art.
- Use Shapes, Pictures and chart
- Creating a Table in document, Selecting row and Column.
- Using MS-Word write the steps and execute for creating Mail Merge document for FormLetters.
- Creating Hyperlink (to link one document to another document)

MS-Excel
- Create a worksheet, editing, inserting and deleting
- Mark list preparation for a student using Formula
- Employee Details preparation using Formula.
- Individual Pay Bill preparation.
- Budget Report preparation using Chart.

MS-Power point
- Create a presentation with apply themes, background and animation.
- Create a presentation with Transition affects
- Create a presentation for seminar with adding titles, formatting text and chart.