

## CCRT 104

### Office Automation Tools

#### **BLOCK- 01**

##### Unit 1

Computers and Peripherals [What is a computer? Hardware, Software, Types of computers, Turning the computer on and off, Operating Systems and Controls]

##### Unit 2

File System [Memory, Disks, Optical disk, Flash memory, SSD (Solid State disks), Files and folders, Sorting files, File extension, Windows Explorer, File properties, Concepts and Settings, Networks and the Internet, FTP, Using Filezilla, E-mail, Chat-rooms, and IM (Instant Messaging)]

##### Unit 3

Starting up MS Word [Overview of MS Word, Options for viewing a document in Word, writing right away– some important buttons and guidelines, saving documents, using files and folders, Save and Save As, Closing a document]

##### Unit 4

Comfortable navigation: moving around in MS Word [Moving with the mouse, Using the cursor keys, jumping to a particular page, Setting the zoom factor, viewing a document with Print Preview, selecting text, Deleting and adding text, Using the clipboard, Some keyboard shortcuts]

#### **BLOCK- 02**

##### Unit 5

Character formatting in MS Word [Changing the font and font size, Bold, italic, and underline, Paragraph formatting, Borders and shading, working with indents, working with line spacing, Using tabs]

##### Unit 6

Arranging text with tables [Creating a table, adding text to table, Adding and Deleting rows and columns, Adding ClipArt to documents, Text flow around graphics]

##### Unit 7

Controlling Page Layout [Adding page numbers, adding a header and footer, setting page orientation, setting page margins, inserting a manual page break, deleting a page break, Spelling and grammar checking, Proofing while you type, Printing a document, Word tips and tricks, Text effects with WordArt]

##### Unit 8

Getting started with MS Excel [What is Excel? The Excel 2007 window, navigating within a worksheet, selecting cells, rows or columns, entering data, Overview of data types, Deleting and Moving data, Using Autofill, Saving a workbook]

#### **BLOCK- 03**

##### Unit 9

Editing data in MS Excel [Editing cell contents, Inserting or deleting cells, rows columns, and worksheet, Moving or copying a worksheet, Formatting data, Cell formatting, Hiding rows and columns]

##### Unit 10

Functions in MS Excel [Basic functions, Printing, print preview, printing a worksheet, Charts, Inserting graphics in a worksheet, Data manipulation, Sort, Filter, Subtotals]

##### Unit 11

Getting Started with MS PowerPoint- I [The Basics: Creating and Editing a Presentation, The PowerPoint Window, create a New Presentation, adding a new slide, Entering Text on a Slide, Adding Clip Art to a Slide, Editing Slide Text, Formatting Text Slides, Apply Character Formats, Line Spacing, Indents]

##### Unit 12

Getting Started with MS PowerPoint- II [Spell Check a Presentation, AutoCorrect, View the Slide Show, Arrange Slides in a Presentation, Slide Sorter View, Adding Transitions to a Slide Show, Animating Text, Printing Slides, Speaker Notes, and Handouts, Print Options, creating a Custom

Design Template, Inserting Graphics, Adding Footers, Modify the Slide Master Font, Some Tips for Effective Slide Shows, Glossary]

**BLOCK- 04**

Unit 13

Collaboration and Messaging Services [Online Discussion forum, Shared Calendar/Scheduler, Google Services, etc.]

Unit 14

Data Security [Protecting your company's data, A Security Checklist, challenges and issues]