

## **DIT-02 Tools for Office Automation**

### **UNIT - 1 INTRODUCTION TO WINDOWS XP OPERATING SYSTEM**

Definition of OS, functions and types; Exploring Windows XP : My computer, My documents, Run, Search, control panel, copy and paste files/folders, recycle bin.

### **UNIT - 2 EXPLORING MS-WORD**

Starting MS-WORD, Basic Units of MS-Word, Entering and Saving Text in a Document, Closing the MS-Word document and Closing MS-Word, Opening of an existing Document, Copy and Cut (Move), working with a document, Finding a particular pattern, Inserting objects into a document.

### **UNIT - 3 FORMATTING A WORD DOCUMENT**

The tab key, bullet and numbering, undo and redo, working with fonts, page break, header and footer, page setup.

### **UNIT - 4 CREATING TABLES**

Creating a table, deleting a table, moving around a table; selecting a table, column, row and cell; entering, editing and deleting texts; inserting and deleting columns and rows; merging and splitting cells.

### **UNIT - 5 INTRODUCTION TO MS-EXCEL**

Starting of Microsoft Excel, Part of MS-Excel Window : title bar, menu bar, tool bar, formula bar, status bar; Exiting MS-Excel.

**UNIT - 6 WORKING WITH WORK BOOK**

Creating a New Workbook, Working with Cells : Entering Data, Editing Data, Highlighting Data, Bold, Underline and Italicize Data, Changing Font and Font Size, Merging of Cells; Choosing Menu Commands Using the Alt key; Inserting a Row and Column; Deleting a Row and Column; Saving a Workbook, Closing a Workbook.

**UNIT - 7 WORKING WITH FUNCTION AND CHARTS**

Operators in Excel, Working with Calculation and Functions, Entering a Mathematical Calculation, Entering a Function, Editing a Function, Working with Chart, Creating a Chart, Changing Size and Position of Chart, Modifying a Chart

**UNIT - 8 INTRODUCTION TO MS-POWERPOINT**

Starting MS-PowerPoint, The Title Bar, The Menu Bar, The Toolbars, The Status Bar, Different Types of Views, Exiting MS-PowerPoint

**UNIT - 9 CREATING SLIDES**

Creating a New Presentation, Working with Slides, Creating/Inserting New Slides, Changing Font and Font Styles, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, saving a Presentation, Running a Presentation, Closing a Presentation, Opening an Existing Presentation

**UNIT - 10 INTRODUCTION TO MS ACCESS**

Introduction to Database, DBMS, database components, keys : primary and foreign keys; working with access, starting access, creating a database : blank database command, database wizard; document view

**UNIT - 11 WORKING WITH TABLES**

Creating Tables, The Table Wizard, The Datasheet View, The Design View, Setting the Primary Key, Saving a Table

**Suggested Reading**

- 1- MS-Windows XP professional handbook, Louis Columbus, Laxmi Publication.
- 2- Word 2002 from A to Z, Stephen L. Nelson, FireWall Media.
- 3- Microsoft Excel version 2002 step by step, Fryre.
- 4- Microsoft XP Plain & Simple, brown & Resource Online.
- 5- Access 2002 from A to Z, Julia Kelly, Stephen L. Nelson, Laxmi Publication.