

SHORT TERM VOCATIONAL CERTIFICATE COURSE

OFFICE AUTOMATION
(6 Months Duration)

Prepared by

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&

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OFFICE AUTOMATION

Name of the course	: OFFICE AUTOMATION
Sector	: IT
Course Code	: OA
Entry Qualification	: SSC
Prerequisites	: Basic computer literacy and familiarity with operating systems and common software applications
Terminal competence	: After completing this course, student will be able to work as administrative assistants, office managers, data entry clerks, office coordinators, executive assistants, or in similar roles within various industries.

Duration:

6 Months - (40 Hours: English + Course content: 200 Hours)

Introduction of the course: An office automation course is designed to equip individuals with the necessary skills and knowledge to effectively manage and streamline office tasks using technology and automated systems

Objectives:

- To develop proficiency in using office software applications for word processing, spreadsheet analysis, and presentation creation
- To gain skills in document management, including organizing, storing, and retrieving electronic documents.
- To improve communication and collaboration skills using email, instant messaging, and collaborative platforms
- To develop problem-solving abilities in troubleshooting technical issues related to office automation tools and software

Skills:

- Proficiency in Office Software
- Document Management
- Workflow Automation
- Word Processing

SYLLABUS (THEORY)

1.INTRODUCTION TO COMPUTER SYSTEMS

Introduction-Computer Generations-Characteristics of Computer-Classification of Computers-**Input and Output devices** -Keyboard-Pointing device -Scanners-Touch screens-OCR -Light Pen-Bar Code Readers-Microphone-Digitizer-Monitor-Printer-Projector-Speakers-**Block diagram of CPU**-Input-Main Memory-Control Unit (CU)-Arithmetic and Logic Unit (ALU)-Secondary Storage-Output-Memory unit-Primary Memory-Secondary Memory-components of a computer-**Windows Operating system**-Introduction-Features of Windows 11 O.S-Desktop components-Control panel- computer virus-characteristics-Types-Symptoms

2. MS WORD

Introduction to Word Processing

Introduction-Interface-File Menu-The Ribbon-Tabs-Dialog Box Launcher-The Quick Access Toolbar-Title Bar-Groups-Status Bar-View Toolbar-Zoom-Help System-Backstage View-Document Info-**Editing a document**-New blank document-open an existing document-Saving a document-Selecting Text-Deleting Text-Undo and Redo-**Move, Copy and Help system**-Move text by drag and dropping-Cut -Copy-Paste- commands-Help System -**Formatting text and paragraph**-Font-Font size-Font color-Bold, Italic, and Underline Commands-Strikethrough-Subscript-Superscript -change text case-highlight text-text/paragraph alignment-Indent Paragraphs-Line Spacing-Borders – Shading-Lists-**Finding, Replacing and Spell Checking**-Find-Replace-Spell Checking-Thesaurus-Tabs-**Enhancing a document**-Page orientation-paper size-page margins-Breaks-Columns-Watermark-Page color-**Using tables**-Insert a blank table-convert existing text to a table-Modifying tables-To add a row or column-table style-To apply borders to a table-**Using Graphics templates**-Pictures-Smart Art-Online Pictures-Icons-Inserting Shapes-Screenshots-Symbols-Special characters-Header and Footer-Using Templates-**Mail Merge-Document Views-Exporting documents**

3.MS EXCEL:

Introduction to spreadsheet-Introduction-Getting Started-Workbook window-worksheet/ spreadsheets -Interface-Ribbon-Quick access toolbar-columns-Rows-**Creating Worksheets & feeding data** -New workbook-Entering text-**Using Functions**-Syntax-Inserting functions-Text Functions-Logical Functions-Information Functions- Date and Time Functions-Lookup and Reference Functions-Math and Trig Functions-Statistical Functions-Database Functions-Financial Functions -Engineering Functions-Cube Functions-Web Functions

-**Editing Cells and using commands**-Auto fill-Transposing rows and columns-column width-row height- find - replace-go to special-**Moving and Copying, Inserting and Deleting Rows/Columns** -Moving -Copying-Inserting rows-Deleting Rows -Inserting Columns- Deleting columns -**Formatting a Worksheet**-Font Group (Font style-Font size-B-I-U- cell borders-Font color-Alignment Group (Alignments-Wrap text-Merge & Centre- Indent-Orientation-Number Group -Formatting text and numbers-**Opening, Saving and Printing a Worksheet** -Creating new workbook- Open an existing workbook- save-print-**Working with Charts** -Column-Line-Pie-Bar-Area-XY(Scatter)-Stock-Surface-Radar-Treemap-Sunburst-Pareto-Histogram-Box & Whisker -Waterfall -Combo-**Working with Macros** -Recording a Macro- Developer tab-Click Record Macro-Input a Macro Name-Assign a Shortcut Key-Select Where to Store Macro In-Input a Description-Perform Your Macro Actions-Click Stop Recording-Use Your Macros-**Pivot Tables**-Create a Pivot Table

4.MS POWERPOINT:

Introduction-Presentation-Getting Started-create a new blank presentation-presentation from a template- open an existing presentation-Saving a presentation-**Interface of PowerPoint**-Introduction-Presentation-Getting Started-create a new blank presentation-presentation from a template- open an existing presentation-Saving a presentation-Quick Access Toolbar-Title Bar -File Tab-Thumbnail Slide-Title Placeholder-Subtitle Placeholder-Status Bar-Ribbon Displays-Collapse-Work Area-View Option-**Working with Slides** - slide layouts-insert a new slide-Organizing slides-Working with slides-Duplicate slides-Move slides-Delete slides-copy and paste slides-Using blank slides--play the presentation-**Customizing Slides**-Slide size-slide background-apply a theme-Viewing a Presentation-**Drawing Objects & Inserting OLE** -Insert a shape-Modifying a shape and text boxes-Sizing Handles-Rotation handle-yellow handles-Formatting shapes and text boxes-shape style-shape fill color-shape outline-shape effects-Inserting OLE-**Drawing freeform shapes -Rotating Objects -Animation in slides/object** -Types of animations-apply an animation to an object-remove an animation-Effect options-**Recording**-Recorded video -Screenshots -Screen Recording-Inserting Video-Inserting Audio

5. MS ACCESS

Concept of data and information-Introduction to Database Management Systems-Creating a Database-Integrity Constraints and Table Relationships
- Designing Tables

6. BASICS OF INTERNET

Internet introduction-Network-Types of Network-Different types of Internet Connections-WWW-Webpage-Website-Browsers-search-engines-Email- online communication-virtual meetings

SYLLABUS (PRACTICAL)

- MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- MS-ACCESS

SCHEME OF INSTRUCTION/MODULE:

- 1. Communicative English: 40 hours**
- 2. Course : 200 hours**

Duration of Course	Theory		On the Job Training		Total	
	Hours	weightage	Hours	weightage	Hours	weightage
1 Module (06 months)	60	30%	140	70%	200	100%

SYLLABUS (THEORY)

1. INTRODUCTION TO COMPUTER SYSTEMS : 05 Hrs
2. MS WORD : 15 Hrs
3. MS EXCEL : 20 Hrs
4. MS POWERPOINT : 10 Hrs
5. MS ACCESS : 05 Hrs
6. BASICS OF INTERNET : 05 Hrs

ON THE JOB TRAINING/PRACTICAL

1. MS WORD : 40 Hrs
2. MS EXCEL : 50 Hrs
3. MS POWERPOINT : 20 Hrs

4. MS ACCESS : 20 Hrs

5.BASICS OF INTERNET : 10 Hrs

List of Equipment

- Computers
- Printer
- Scanner
- Projector
- MS Office Software
- Antivirus

Qualifications of Teaching Faculty:

1. Graduation from any recognized university with an aggregate of 55% marks in a relevant field such as computer science, information technology, business administration, or a related discipline.
2. 3+ Years of Experience working in office environments, preferably in roles that involve utilizing office automation tools and technologies.

Reference books/ Internet links:

1. Computer Graphics & Animation Telugu academy Text book (I Year)

Division of Marks:

Theory: 100 Max. Marks

- | | |
|------------------------------|--------------------|
| 1. Communicative English | : 20 marks |
| 2. Short Questions | : 6 x5m =30 marks |
| 3. Long Questions | : 4x10m = 40 marks |
| 4. Multiple Choice Questions | : 10x1=10 marks |

Practical: 100 Max. Marks

- | | |
|--------------------------------|------------|
| 1. External | : 40 marks |
| 2. Record/ Mini Project & Viva | : 10 marks |
| 3. Internship / OJT | : 50 marks |

**INSTITUTE OF VOCATIONAL EDUCATION
O/o DIRECTOR OF INTERMEDIATE EDUCATION,
TELANGANA, HYDERABAD
SHORT TERM VOCATIONAL CERTIFICATE COURSE**

REGD. NO:

TIME

TIME : 3 HRS

MAX MARKS: 100

**OFFICE AUTOMATION
MODEL QUESTION PAPER (THEORY)**

SECTION- A

COMMUNICATIVE ENGLISH

20 MARKS

SECTION- B

Note: a) Answer ALL questions.

b) Each question carries **5 Marks**.

6X5M =30 MARKS

1. Explain the characteristics of computers.
2. Write the step wise procedure to create, edit and save a document.
3. Write about bullets and numbering **Or** Write about Lists.
4. Explain various types of computers.
5. Write and explain some important functions in Excel.

SECTION- C

Note: a) Answer any **Four** questions.

b) Each question carries **10 Marks**.

4X10M = 40 MARKS

1. Write about Text Formatting options in Font Group.
2. Explain the options in detail in layout ribbon.
3. Write about input devices.
4. Explain about the features of Windows 10 Operating system.
5. Write the procedure to create an E-mail.
6. Explain about Animation in PowerPoint.

SECTION-D

10X1=10 Marks

1. Which page's header or footer is printed automatically?

- (a) on the first page (b) on the last page (c) on alternate page (d) every page

2. Which of the following function key is used for doing the spelling check?

- (a) F2 (b) F4 (c) F7 (d) F9

3. How many columns can you insert into a Word document at most?

- (a) 45 (b) 50 (c) 63 (d) 65

4. How to implement page breaks in a document?

- (a) By pressing enter at the end of the document
(b) By pressing the page break tab in the insert option
(c) Put the cursor at the end of the page and then click enter
(d) All of the above

5. Which of the following can create a vertical divide between columns?

- (a) Margin (b) Header (c) Orientation (d) Gutter

6. Define Macro?

- (a) If you require them, little add-on programs can be installed later.
(b) High-level programming language type
(c) Low-level programming language type
(d) Small programs made in MS Word using VBA to automate tedious activities

7. The Handout Master consists of placeholders for all of these except the:

- a. title b. slide number c. header d. footer

8. Which toolbar provides various options in different master views?

- a. Standard toolbar b. Formatting toolbar c. Drawing toolbar
d. Common tasks toolbar

9. Microsoft Access is a

- a. RDBMS b. ORDBMS c. OODBMS d. Network database model

10. A collection of related tables is called

- a. Row b. Record c. Database d. File

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**OFFICE AUTOMATION
MODEL QUESTION PAPER (PRACTICAL)**

Note: a) Answer ALL questions.

b) Each question carries **10 Marks.**

4X10=40MARKS

1. Write and demonstrate the step wise procedure to create, edit and save a document in Ms-word.
2. Write and demonstrate about Text Formatting options in Font Group.
3. Write procedure for creating of slides in power point and set up the slide show with specified slide timing and custom animation.
4. Write and demonstrate any 10 functions in Ms-excel.

Record/Mini Project & Viva

10 Marks

Internship/OJT

50 Marks