BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024

DIPLOMA IN OFFICE AUTOMATION

(For the candidates to be admitted from the academic year 2006-2007 onwards)

Semester	Title of the Paper	Marks
I	Paper I– Word Processing and Spread Sheet	100
	Paper II – Back Office Database and Presentation	100
	Paper III – Lab – I – Word Processing	50
	Paper IV – Lab – II – Spread Sheet	50
II	Paper V – Multimedia Packages	100
	Paper VI – Lab – III – Back Office Database	50
	Paper VII – Lab – IV – Presentation	50
	Paper VIII – Lab – V – Page Maker and Photoshop	100
	TOTAL MARKS	**600**

PAPER – I - WORD PROCESSING AND SPREAD SHEET

UNIT – I   Computer Fundamentals, DOS and Windows

What is a computer – Features of Computers – History of Computers – Classification of Computes – Input/Output Devices – Types of Memory.

DOS – Function of OS – Booting – Files and Directories – Internal Commands and External Commands – Batch Files.

Windows – Desktop – Files and Folders – Search – Shutting Down – Run Command – Control Panel – Accessories – Windows Explorer.

UNIT – II   MS WORD

Menu Bar – Standard Tool Bar – Formatting Tool Bar – File Menu - Entering and Editing Text - Correcting Mistakes - Initial Spelling and Grammar - Correction – Format Menu - Simple Character Formatting - Inserting Numbers and Bullets - Paragraph Formatting - Formatting with Styles - Format Painter – View Menu - Preview for Printing - Controlling View Size - Word's Wizards - Word Themes – Tool Bars.

UNIT – III   MS WORD

Insert Menu - Using Special Characters - Inserting Dates and Page Numbers -   Inserting Pictures - Video Clips and Sounds - Inserting Scanned and Digital Camera Images - Creating and Using AutoText Entries – Table Menu - Adding Tables to Your Documents - Creating Multiple Columns - Creating Headers and Footers - Adding Footnotes and Endnotes – Window Menu – Help Menu.

UNIT – IV   STARCALC

StarCalc Basics – Cells – Rows – Columns - A Spreadsheet Primer - Learning the - StarCalc Interface - Working with StarCalc - Tools and Menus - Putting the Stylist and Navigator to Work - Looking Data - Formatting Text - Formatting Value - Formatting Cells - Breaking Out of the Cell.

UNIT – V   STARCALC

Building Data References - Working with Functions - Functions - Exploring the Function List - Data Manipulation - Entering Data - Filtering –Data - Sorting Data - Grouping Data - Validating Your Data - Detective StarCalc on the Case - StarCalc Prognostication.

Text Book:

1. Sun Staroffice 5.1 for Windows Brian Proffitt - Publisher Premier Press. January 2000.
2. Sams Teach Yourself Microsoft Office XP in 24 Hours By Greg Perry - Publisher: Sams Publishing

Reference:

1. MS Office in a Nutshell - Publisher: Vikas Publishing House
2. Sams Teach Yourself Microsoft Office XP in 24 Hours By Greg Perry Publisher: Sams Publishing
3. Special Edition Using StarOffice 6.0 by Koch, Michael - publishers - Que Corporation;
4. Sams Teach Yourself StarOffice 5 for Linux in 24 Hours by Wells, Nicholas D. &
   Taylor, Dean – publishers: Sams Publishing;

PAPER II – BACK OFFICE AND PRESENTATION

UNIT – I   MS ACCESS

Database Concepts - The Relational Model and Access. Database Structure in Theory - Database Structure in Practice - Informal Rules - Access Databases Maintenance. Develop an Access Database Application - The Access User Interface. Object Views. Options - The Objects of Access. Toolbars. Automatic Access – Table and Field Properties. Key Fields and Indexes. Sorting and Filtering in Tables.

UNIT – II   MS ACCESS

Simple Forms - Control and Record Source Properties. Name Property-Standard Naming Conventions. Form Headers and Footers. Form Properties - Tab Order. Finding, Filtering, and Sorting in Forms. Query Wizard - Filtering and Sorting in Queries. Multi-table Queries Without Existing Links. Report Wizard. Grouping in Reports. Mailing Labels. Page Layout Settings. Sums, Subtotals

UNIT – III   MS ACCESS

Data Integrity - Data Validation - Table Expressions. Using OLE Objects and Hyperlinks in Tables. Saving Tables as HTML - Enhance Forms. Applying 3D Effects and Controlling Object Tab Order - Formats and System Tools. Adding Artwork. Creating Multi-Source Forms. Control Wizards. SQL - SELECT, WHERE - Access on the Web.

UNIT – IV   STAR IMPRESS

StarImpress - Learning the Tools - Drawing View - Outline View - Slide Sort View - Notes and Handout Views - Creating a Presentation - Outlining Your Ideas - Starting the Ball Rolling with AutoPilot

UNIT – V   STAR IMPRESS

Best Presentations - Presenting Your Work - Starting with the End in Mind - Getting the Right Equipment - Enhancing the Presentation - Choosing Colors - Using Bullets and Numbers - Adding Graphics - Using Existing Information - Creating Effective Transitions - Adding Special Effects to an Object.

Text Book:

1. Sun Staroffice 5.1 for Windows Brian Proffitt – Published by Premier Press.
2. Sams Teach Yourself Microsoft® Access 2002 in 21 Days By Paul Cassel, Craig Eddy, Jon Price - Published by Sams.

Reference:

1. MS Office in a Nutshell - Publisher: Vikas Publishing House
2. Sams Teach Yourself Microsoft Office XP in 24 Hours By Greg Perry Publisher: Sams Publishing
3. Special Edition Using StarOffice 6.0 by Koch, Michael - publishers : QueCorporation;
4. Sams Teach Yourself StarOffice 5 for Linux in 24 Hours by Wells, Nicholas D. & Taylor, Dean – publishers: Sams Publishing.

PAPER III

LAB - I – WORD PROCESSING

1. Create an Application form.

2. Prepare a Student Resume in Ms - Word.

3. Prepare a leave letter in Ms – word.

4. Create a News Paper format document in Ms – Word.

5. Prepare a calendar in Ms - Word.

6. Prepare a seminar Handout in Ms - Word.

7. Business Letter using Mail Merge Concept.

8. Create a Word Document to demonstrate the header and footer.

9. Prepare a mark sheet for Higher Secondary Examination.

10. Prepare a Greeting card for New Year in Ms - Word.

11. Letter using templates in Ms - Word.

12. Create an Advertisement using Bullets and Numbering in Ms – Word.

PAPER IV

LAB II – SPREAD SHEET

1. Prepare a Mark List for n students in Star Calc.
2. Arrange data in Ascending order [Star Calc].
3. Arrange data in Descending order [Star Calc].
4. Pay bill Preparation [Star Calc].
5. Preparing various types of Graphs [Star Calc].
6. Prepare a Calendar - Auto formatting [Star Calc].
7. EB bill Preparation [Star Calc].
8. Create a chart in Star Calc using your own data.
9. Demonstrate built in functions in Star Calc.
10. Prepare an Inventory bill for a company [Star Calc].

PAPER – V - MULTIMEDIA PACKAGES

UNIT – I   PAGEMAKER

File Menu - Using the toolbox - Working with palettes – View Menu - Working with text and graphics – Layout Menu -   Working with multiple open publications - Setting defaults and preferences - Correcting mistakes - Constructing a Publication - Creating and opening publications - master pages - Text Formatting and Word Processing - Creating objects – Utilities Menu – Edit Menu – Type Menu - Using the Control palette to format text.

UNIT – II   PAGEMAKER

Graphics and Text Objects - Drawing and editing lines and shapes - Using frames - Duplicating an object - Changing the stacking order of objects - Deleting an object - Manipulating an object using the Control palette - Moving and resizing an object - Grouping and ungrouping objects - Element Menu - Using Libraries -Viewing clip-art images - Using layers - Defining, Applying, and Trapping Color – Color Palette - Working with imported EPS colors - Creating custom color libraries – Special Characters.

UNIT – III   PHOTOSHOP

The Toolbox - Tool Bars – File Menus - Working with Files - Saving Your Work - Edit Menu - Selection Modes - The Selection Tools - The Selection Menu - Selecting Large Areas - Cropping. Transformations – Resizing – Rotating – Flipping - Selection Transformations – Liquefy. Color Modes and Models of Color - Adjusting Color - Adjusting by Eye with Variations - Adjustment Layers – Channels . Paintbrushes and Art Tools - The Brushes Palette – Brushes.

UNIT – IV   PHOTOSHOP

Digital Painting - Foreground and Background Colors - Selecting Colors - Blending Modes. Moving Paint – Smudges - Focus Tools - The Toning Tools - Advanced Painting Techniques - Simulating Different Media. Layers -Using the Layers Palette - Working with Multiple Layers. Using Masks - Applying Masks - Using Quick Mask - Layer Masks. Paths - Creating Paths - Editing Paths - Using Paths.

UNIT –V   PHOTOSHOP

Filters - Sharpen Filters - Blur Filters - Fading Filters Artistic Filters. Brush Strokes. Sketch Filters - Filters to Distort and Other Funky Effects - Distort Filters - Pixelate Filters – Stylize - Combining Filters - Adding Type to Pictures - Special Effects and Useful Tricks - Lighting Effects. Compositing - Making One Picture from Two. Realistic Composites.

Text Book:

1. Sams Teach Yourself Adobe Photoshop 7 in 24 Hours By Carla Rose. Published by Sams.
2. PageMaker 6.5 Complete by Rick Wallace Publisher Name Techmedia

Reference:

1. Adobe PageMaker 6.5 Training Guide by Satish Jain, Shashank Jain publisher: bpb publications.
2. PageMaker 6.5 by Manahar LotiaPayal Lotia, Sailesh Tank bpb publications.
3. Adobe Photoshop 6.0 for Photographers by Martin Evening Paperback, publisher: Focal Press
4. Adobe Photoshop 6 Studio Techniques by Ben Willmore, publisher: Adobe Press.

PAPER VI

Lab III – BACK OFFICE DATABASE

1. Using Access create a Student Database.

2. Using Access, create a table and Sorting Data as follows (a) Ascending order of a field (b) Descending order of a field

3. Set necessary keys to avoid repeated information in Access.

4. Using Access, create your own table and do the following (a) Editing table (b) Adding Field (c) Deleting fields and tables (d) Editing.

5. Creating Reports for Employees using Access,

6. Creating Form for Pay - Roll processing.

PAPER VII - LAB IV - PRESENTATION

1. Using Star Impress, create 3 slides for a Seminar Lecture on introduction to computer and to the following (a) Numbering the Slides (b) Moving the Frames and Inserting Clipart (c) inserting New Slide (d) Deleting Slide (e) Copying a Slide.

2. Using Star Impress, create a slide to display a graph for a given simple data.

3. Using the concept of Master slide, create a Star Impress slide and specify the Font, Font style, Alignments, Indention and Placement of text boxes, place a logo in the footer.

4. Using Star Impress, create a new presentation for welcome address and do the following (a) Change the Font (b) Font Size (c) Bold.

5. Using Star Impress, create 5 Slide presentation of your own and do the following (a) Inserting Pictures (b) copying picture form previous slide (c) Copying text from previous slide

PAPER VIII

LAB V - PAGEMAKER AND PHOTOSHOP

PAGE MAKER

1. Prepare a Bio- Data in PageMaker.

2. Prepare an Application Form in PageMaker.

3. Prepare a Letter Pad in PageMaker.

4. Prepare a Greeting card in PageMaker.

5. Prepare a Wedding card in PageMaker.

6. Prepare a Visiting card in PageMaker.

7. Prepare a Book Wrapper in PageMaker.

8. Prepare a Broucher in PageMaker.

9. Index Preparation in PageMaker.

10. Working with master Preparation in PageMaker.

PHOTOSHOP:

1. Appling Light Effect.

2. Merging two Images.

3. Visiting card preparation in Photoshop.

4. Creating Black and White Photos.

5. Creating calendar in Photoshop.

6. Working with Filters.

7. Change the Color mode of the Photos.

8. Rotate and Skew an Image.

9. Working with Layers.

10. Creating Designs for Flex Board.

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