

OFFICE AUTOMATION PACKAGES

UNIT I

Basics of Linux system – Graphical interface to LINUX (GNOME) – Linux files and Directories – Storage media – managing user accounts – Working with Applications

UNIT II

Basics of Open-Office software bundle - Word processing software basics – Introduction to WRITER - Editing documents in WRITER- Formatting document – Advanced features of WRITER.

UNIT III

Spreadsheet basics – Introduction to CALC – Working in CALC – Performing calculations in CALC – Managing layout of a worksheet – Manipulating the worksheet.

UNIT IV

Presentation software basics – Working with IMPRESS – Creating slides – Managing Slides – Advanced features.

UNIT V

Internet basics- Web browser- Electronic mail (sending & receiving, opening account)- creating web page – Creating hyper link – web site fundamentals- Linux in Indian local languages.

TEXT BOOK:

1. **GUPTA, VIKAS**, Comdex Linux and Open office course kit, DreamTech press, 2005, (ISBN 81-7722-581-2) [**Unit-1 (Section-1** Chapters - 1,2,3,4,5,6) ; **Unit-2 (Section-2** Chapters–1,2,3,4 – pages 179 to 278) ; **Unit-3** (pages 279 to 364) ; **Unit-4** (pages 365 to 432) ; **Unit-5** (pages 433 to 503)]