

APPLICATION PACKAGES FOR OFFICE AUTOMATION

UNIT-I

Introduction to Windows

Introduction to windows – working within a window – toolbars, menus and dialog boxes – customizing the appearance – working with drives, folders and files – merging files and folders – Explorer – Recycle bin

UNIT-II

MS-WORD

Creating a new document – Editing – Working with margins, pages and line spaces, Headers, footers and page numbering – printing – faxing and E-mailing documents- adding graphics to documents

UNIT-III

MS-EXCEL

Creating a new workbook – Entering data into the worksheet – Editing worksheets - Adding cell borders and shading – Working with ranges – managing and printing work book – simple calculations – copying formulas – creating charts

UNIT-IV

MS-ACCESS

Creating a new database – creating and editing tables – Entering and Editing data in a table – Creating simple relational between tables – creating and modifying a form –sorting , filtering and Indexing data – Creating a query – Creating and customizing a report.

UNIT-V

MS-POWERPOINT

Creating a new presentation –Working with slides in different views – printing presentations – insert, deleting, and copying slides – Rearranging slides – adding and modifying slide text – adding graphics to slide.

Text Book:

1. PC SOFTWARE FOR OFFICE AUTOMATION, T.KARTHIKEYAN and G.P.Ramesh Kumar ESSWAR Publications.
2. PC Software for Windows by R.Taxali.
3. MS Office 2000 Windows for Dummies by Wangi.