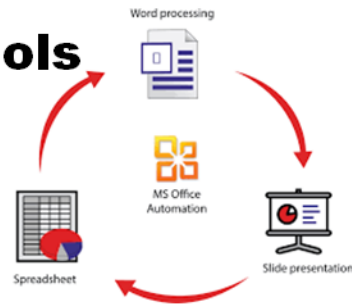# Office Automation Tools
COMP102TH

Office Automation is a process that uses technology to automate information gathering, communication, presentation and calculation. Office Automation systems reduce manual efforts and store a large amount of data in little space.

In this course, you will learn to use word processing software (MS WORD), spreadsheet (MS EXCEL) and presentation tool (MS POWERPOINT).

Course Outcomes:

- ***To develop proficiency in using popular office suites.***

- ***Mastering word processing techniques for document creation, utilizing spreadsheets for data management and analysis and creating dynamic and visually appealing spreadsheets.***

- ***Equip students with essential skills for efficient office productivity and effective communication in various professional settings.***

Course Material:

All the course material will be available on Canvas.

In the beginning of the course, all the students will receive an invite on their respective e-mail IDs for joining the course.

I will use e-mail Ids that you have filled in your Admission forms. If some of you will be using any alternate e-mail ID then do update me.

For queries related to course material, the in-built messaging system of canvas is recommended.

Link to Course Material: Will update as session starts

All the assignments, quizzes and tests will be maintained online on Canvas only.

Course Schedule

Total Lectures: 23 + Final Project + Lab Exercises

Class Time: as per time-table approved by the College.

Room No: 129 (1st Floor, Old Building Govt. College Hamirpur)

All the practical classes will be conducted in the Department of Computer Science Lab (Room No: 128) on 1st floor of old building of Govt. College Hamirpur.

The schedule of lectures will be in accordance with the approved academic calendar of the college.

Lecture	
	Introduction
Lecture: 1	Office Automation
Lecture: 2	Open Office
Lecture: 3	Libre Office and Microsoft Office
Lecture: 4	What's MS Word
Lecture: 5	Formatting in MS Word
Lecture: 6	Views, Table and Merge in MS word
Lecture: 7	Templates, Wildcard Searching and Proofing
Lecture: 8	MS Power Point and Screen elements
Lecture: 9	MS Power Point Views and Placeholders
Lecture: 10	MS Power Point Animation
Lecture: 11	MS Power Point Slideshows

Test-1	
Lecture: 12	What's Spreadsheet
Lecture: 13	The MS Excel Interface
Lecture: 14	The Excel Worksheet
Lecture: 15	Cells
Lecture: 16	Formatting Cells
Lecture: 17	Operations of Row and Column
Lecture: 18	Cell References
Lecture: 19	Functions in MS Excel (Part-I)
Lecture: 20	Functions in MS Excel (Part-II)
Lecture: 21	Charts in MS Excel
Lecture: 22	Pivot Table
Lecture: 23	Excel Macro
Test-2	
Final Project	

In this class, most of the theory will be covered in the Practical Classes only.