

# **OFFICE AUTOMATION AND E-MAIL MANAGEMENT**

**(Duration of the Course: Three Months)**

## **Course Description and Objective**

The main objective of this course is to enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To familiarize the students with office automation tools in preparation of documents and presentations. To familiarize the students with electronic mail.

## **Course Outcomes**

By learning the course, the students will be able -

- To perform documentation
- To perform accounting operations
- To perform presentation skills
- To handle electronic mail by creating E-mail Id

## **Summary of the Syllabus**

**Unit-I: MS-Word**

**Unit-II: MS-Excel**

**Unit-III: MS-Power Point**

**Unit-IV: E-Mail Management**

## **Detailed Syllabus**

### **Unit-I: MS-Word**

Overview of Microsoft word, Importance of MS Word as word Processor, Details of the four tasks and features that would be covered Using word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes, Table of Content, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs, Inserting objects, Mail Merge in Word.

### **Unit-II: MS-Excel**

Importance of MS Excel as a Spreadsheet tool, the four tasks and features that would be covered Excel  
– Accessing, overview of toolbars, saving excel files, Features to be covered: Gridlines, Format Cells, Summation, auto fill, Formatting Text, Calculations, Cell Referencing, Formulae in excel –average, std.deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, LOOKUP/VLOOKUP, Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting, Importing Data, Data Protection, Data Validation.

### **Unit-III: MS-Power Point**

Basic power point utilities and tools to create basic power point presentation, PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows, Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and

Charts, Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides, Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing.

### **E-Mail Management**

Introduction E-Mail (Electronic Mail), How to creating E-Mail Id, How to send E-Mail, How to reply a to a mail, How to attach a file to a mail, email forwarding, other features of E-Mail like Cc, Bcc etc.

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