

Open Courses (XXX5DXX)

BCS5D01 Introduction to Computers and Office Automation

Course Number: 29

Contact Hours per Week: 3 T

Number of Credits: 3

Number of Contact Hours: 48 Hrs.

Course Evaluation: Internal – 15 Marks + External – 60 Marks

Objective

- To learn Office Automation.

Prerequisites

- Basic knowledge in Computer & Internet.

Course Outline

Unit I [12T]

Introduction to Computers: Types of Computers - DeskTop, Laptop, Notebook and Netbook. Hardware: CPU, Input / Output Devices, Storage Devices - System - Software - Operating Systems, Programming Languages, Application Software - Networks - LAN, WAN - Client - Server.

Unit II [12T]

Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features - Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

Unit III [12T]

Electronic Spread Sheet (Open Office Calc/MS-Excel) - Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.

Unit IV [12T]

Presentation using (OpenOffice Impress/MS-Power Point): Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

References:

1. Michael Miller, *Absolute Beginner's Guide to Computer Basics*, Prentice Hall.
2. Russell A. Stultz, *Learn Microsoft Office*, BPB Publication.
3. H.M.Deitel, P. J. Deitel, et al., *Internet & World Wide Web - How to program*, Prentice Hall.

