CERTIFICATE COURSE on "OFFICE AUTOMATION" at PIT, Nandgarh

INTRODUCTION:

The course is designed to aim at imparting a basic level appreciation programme for the students and common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, office wok, viewing information on Internet (the web), sending E-mails etc. This allows a common man to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the candidates enjoy the world of Information Technology.

FEE STRUCTURE:

For enrolled students of PIT, Nandgarh	For outside students
₹500	₹1500*

*Out of this, Rs 1000/- would be adjusted in fee if taken admission in any program at PIT, Nandgarh in session 2021-22

WHO CAN APPLY: A) Anyone studying or cleared 10th STANDARD

B) No age limit

SCHEDULE: 1st Batch : 31 May, 2021 to 03 July, 2021

2nd Batch :05 July, 2021 to 14 August, 2021

Six days in a week, four hours a day

MODE OF DELIVERY: ONLINE (using Google meet platform)

DESCRIPTION OF COURSE:

SNO.	UNIT	TOPIC	HOURS
1.	UNIT 1	BASIS OF COMPUTERS	10
		ASSIGNMENT AND TEST	4
2.	UNIT 2	MS WINDOWS	10
		ASSIGNMENT AND TEST	4
3.	UNIT 3	MS-WORD	20
		ASSIGNMENT AND TEST	4
4.	UNIT 4	MS-EXCEL	20
		ASSIGNMENT AND TEST	4
5.	UNIT 5	MS-POWEPOINT	20
		ASSIGNMENT AND TEST	4
6.	UNIT 6	INTERNET& ITS APPLICATION	16
		ASSIGNMENT AND TEST	4
		TOTAL	**120 HOURS**

Note:

1. Certificate would be issued only after successful completion of course.
2. The candidate has to submit minimum two assignments from each unit
3. Atleast one subjective/ objective test would be conducted from each unit. Minimum qualifying score in each test is 40%. The test would be conducted again on the request if he/she doesn't score minimum marks.
4. Interested candidates can apply through google form

   https://docs.google.com/forms/d/e/1FAIpQLSelTfRVMPo5OAIlqYTPyrNZDw86uRXn_4ZgVDAnoit39qO3MQ/viewform?usp=sf_link

   For outside candidate, Rs1000/- would be adjusted in fee if he/she takes admission in any course at PIT Nandgarh in session 2021-2022.
5. **For any query, email at dir.pitn@mrsptu.ac.in, or contact 87250-72485, 99880-29417**

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DETAILED SYLLABUS

UNIT1:BASICS OFCOMPUTER	14 Hrs

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence – Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Palm top Computer; On the basis of Processor–XT, AT & Pentium(i3, i5, i7)

Memory: Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape

CPU: Components of CPU - Mother board, Hard disk, RAM, ROM, Processor

Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port.

Computer Networks: Data Communications– Types of Computer Networks– Local Area Networks & Wide Area Networks.

UNIT2: OPERATINGSYSTEMS: MS-WINDOWS	14 Hrs

Windows:

Definition of Operating System and its Functions

Windows Desk top - **GUI:** Definition, Standards, Cursors/Pointers, Icons, GUI Menus, GUI-Share Data – **Desktop icons and their functions:** My computer, My documents, Recycle Bin, Quick launch tool bar, Start menu, Task bar

Dialog Boxes: List Box, Slide, Drop-down list, Radio button, Check box, Text box,

Task Bar - System Tray - Quick launch tool bar - Start button

Parts of Windows -Title bar-Menu bar - Scroll bar- Status bar, Maximize, Minimize, close and Resize & Moving a Window

Windows - Start Menu –Help Menu- Preview Menu; **Logoff & Shutdown – Keyboard Accelerators**: Key board short keys or hotkeys.

UNIT3:OFFICE APPLICATIONS –I: MS OFFICE: MS-WORD   24 Hrs

Introduction to MS Office - MS Word and Open Office – Writer:

MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help,

Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering.

Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer; Inserting manual page break, Column break and line break, Creating sections & frames, Setting Document styles.

Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula,

Drawing - Inserting Clip Arts, Pictures/Files etc., **Tools –** Word Completion, Spell Checks

Printing Documents – Shortcut keys.

UNIT4: OFFICE APPLICATIONS –II: MS OFFICE:MS-EXCEL   24 Hrs

Introduction to MS Office – MS Excel and Open Office – Calc:

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets-opening, Saving files, setting Margins, Spread sheet addressing-Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys.

Entering & Deleting Data- Entering data, Cut, Copy, Paste, Undo, Redo, Highlighting values,

Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets.

Setting Formula - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division), Using other Formulae.

Formatting Spreadsheets- Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Worksheet Row & Column Headers, Sheet Name.

UNIT5:OFFICE APPLICATIONS–III: MS OFFICE: MS-POWER POINT 24 Hrs

Introduction to MS Office-MS Power Point and Open Office-Impress:

MS Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts.

Creating a presentation - Setting Presentation style, Adding text to the Presentation.

Formatting a Presentation - Adding style, Colour, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation-Inserting pictures, movies, tables etc in to presentation.

Adding Effects to the Presentation- Setting Animation & transition effect.

UNIT6: INTERNET & ITS APPLICATIONS   20 Hrs

Internet and Web Browsers: Definition & History of Internet-Uses of Internet-Definition of Web- Addressing-URL Browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website.

Introduction to its Applications:

Email-Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

Google Form- Create google form, applying validation controls, Setting timer, applying auto checking options in MCQs.

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