Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous), Rajkot
Affiliated to Saurashtra University, Rajkot

Department of Computer Science & Information Technology

DSC Allied Course offered to

1. **B.Voc. Chemical Technology**
2. **B.Voc. Pharmaceutical analysis & Quality Assurance**
3. **B.Voc. Medical Laboratory & Diagnostic Technology**

SEMESTER - I

17VCTSC04/ 17VPASC04	**DSC-Allied Skill 2:** Office Automation Tools	**03 hrs/wk**	**3 Credits**

Unit -1 Introduction to MS Word   **(08 hrs)**

- Introduction to word
- The word window
- Create a new document
- Save, open and print document
- Editing document
- Formatting a Document
- Insert elements to word document
    - Insert and delete page break
    - Insert page numbers
    - Insert symbols
    - Insert Shapes, Clip art
    - Insert picture, resize and reposition a picture
- Changing Layout of document
    - Adjust page margin & page size
    - Change page orientation
    - Set and change indention
    - Insert and clear tabs
- Working with Tables
    - Insert a table
    - Navigate and select text in a table
    - Resize parts of a table
    - Align text in a table
    - Format a table

- o Insert and delete columns and rows
- o Borders and shading
- o Merge table cells
- Mail Merge
- Spelling and grammar check
- Auto correct

Unit -2 Internet   (08 hrs)
- Introduction to Internet
  - o What is Internet?
  - o Use of Internet?
- Applications of Internet
  - o World wide web(web page, web site, web client and web server)
  - o Web browsers
  - o Search engines
  - o Email
  - o Blogs and forums
  - o Social media and chatting
  - o Bookmarks
- Internet Search
  - o Basic search
  - o Tips and Tricks for search
- How to download and upload?

Unit – 3 Spread Sheet Using MS Excel   (08 hrs)
- Sheet Introduction
- Selecting row, column, cell
- Inserting and deleting row, column, cell
- Hide & unhide row & column
- Changing height and width of row and column
- Print Preview and Page Layout
- Formula bar
- Cell Referencing - Relative, Absolute, Mixed
- Useful functions from Function Library

Unit – 4 Spread Sheet Using MS Excel   (08 hrs)
- What if Analysis
- Calculative Examples like salary sheet, mark sheet etc.
- Conditional formatting
- Data sorting and Filter
- Types of different chart & editing charts

Unit – 5 Presentation Using MS Power Point   (08 hrs)
- Inserting new slide
- Different layout of slide
- Inserting date, slide number, movie, sound, object, header and footer

- Designing slide
- Theme and background
- Custom animation
- Slide transition
- Rehearse timings, Slide show, Setup slide show
- Hide slide, Different views of slide
- Use of slide master
- Printing handout, slide, etc

Reference Books

1. *Pc Software For Windows Made Simple*   - R.K. Taxali