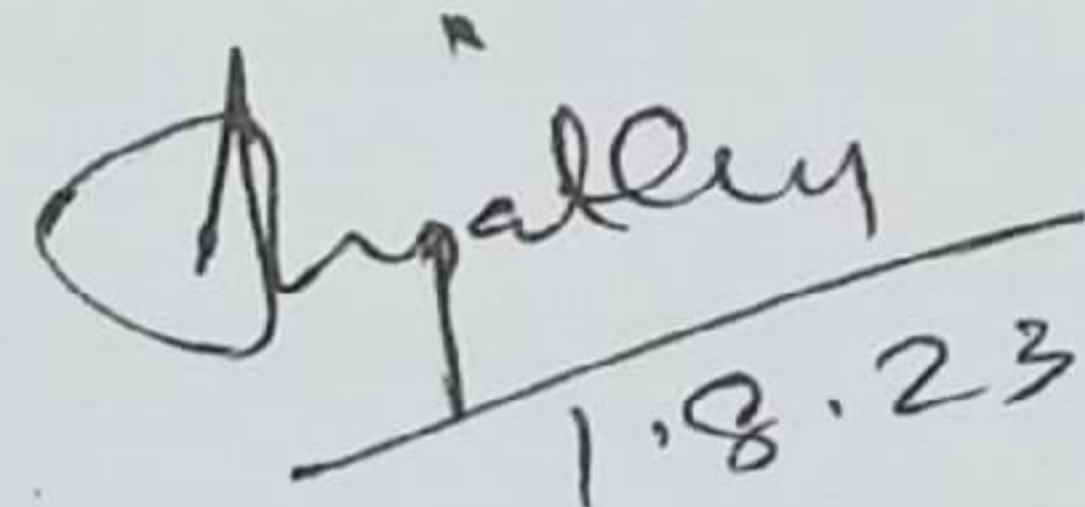


Subject: Office Automation Lab	No.of days/per week class allotted. 2p/week.	Semester from :1.08.23 to 30.11.2023	Remarks
		No. of weeks:17 weeks	
		Topics to be covered:	
Week	Class Day		
1st Week (1st Aug-5th Aug)	1 st	Introduction to Ms-Word	
	2 nd	1. Create a news-paper document with at least 200 words, a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches'. Use heading "Gandhi Jayanti", font size: 16, font colour: red, font face: Arial Black. c. With first letter "dropped" (use drop cap option) of the first paragraph containing a picture at the right side	
2nd Week (6th Aug- 12th Aug)	1 st	d. Use three columns from the second paragraph onwards till the half of the page. e. Then use heading "Computer basics. Create paragraph using two columns till the end of the page.	
	2 nd	2. Create a Mathematical question paper using, at least five equations, a. With fractions, exponents, summation function b. With at least one „m*n" matrix	
3rd Week (14th Aug- 19th Aug)	1 st	c. Basic mathematical and geometric operators. d. Use proper text formatting, page colour and page border	
	2 nd	3. Create a flowchart using, a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.	
4th Week (21st Aug- 26th Aug)	1 st	b. Use grouping to group all the parts of the flowchart into one single object. 4. Create a table using table menu with	
	2 nd	a. At least 5 columns and 10 rows. b. Merge the first row into one cell.	
5th Week (28th Aug- 2nd Sept)	1 st	c. Merge the second row into one cell, then split the second row into three cells.	
	2 nd	d. Use proper table border and colour. e. Insert proper content into the table with proper text formatting.	
6th Week (4th Sept - 9th Sept)	1 st	5. Create a table using two columns, a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys	
	2 nd	b. Insert a left column using layout option. Name the heading as Serial No. 6. Create two letters with the following conditions in Ms Word and find the difference.	

7th Week 11th Sept - 16th Sept	1 st	a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date must be in top-right corner. Use „justify“ text- alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing.	
	2 nd	b. Use step by step mail-merge wizard to design a letter. (Mailing step by step mail merge wizard letters start from a template select template letters select proper template create new document OK	
8th Week 18th Sept - 23rd Sept	1 st	7. Create a letter, which must be sent to multiple recipients. a. Use Mail-Merge to create the recipient list.	
	2 nd	b. Use excel sheet to enter the recipient. c. Start the mail merge using letter and directory format. State the difference	
9th Week 25th Sept - 30th Sept	1 st	Revision	
	2 nd	Introduction to Ms-Excel	
10th Week (2nd Oct -7th Oct)	1 st	1. Create a table “Student result” with following conditions. a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry’s. Use formulas for total and average. c. Find the name of the students who has secured the highest and lowest marks.	
	2 nd	2. Do as directed, a. Create a notepad file as per the following fields Sino name th1 th2 th3 th4 th5 total % grade. Import this notepad file into excel sheet using „data from text“ option.	
11th Week 9th Oct -14th Oct	1 st	c. Grade is calculated as, i. If %> =90, then grade A,ii. If %> =80 and <90, then grade B,iii. If %> =70 and <80, then grade C,iv. If %>= 60 and <70, then grade D,v. If %<60, then grade F	
	2 nd	a. Draw the bar-graph to compare the sales of the three items for four years using insert option ,b. Draw a line-graph to compare the sales of three items for four years using insert option	
12th Week 16th Oct- 20th Oct	1 st	c. Draw different pie-charts for the given data using insert option., d. Use condition, to highlight all the cells having value >=1000 with red colour (use conditional formatting).	
	2 nd	Revision	
13th Week 30th Oct - 4th Nov	1 st	Introduction to Power-point	
	2 nd	1. Create a power-point presentation with minimum 5 slides. a. The first slide must contain the topic of the presentation and name of the presentation. b. Must contain at least one table, c. Must contain at least 5 bullets, 5 numbers. d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-colour: blue	
14th Week 6th Nov-11th Nov	1 st	e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green,f. Last slide must contain „thank you“.	
	2 nd	2. Create a power-point presentation with minimum 10 slides,b. Insert at least one clip-art, one picture,c. Insert at least one audio and one video,d. Hide at least two slides	
15th Week 13th Nov-18th Nov	1 st	3. Create a power-point presentation with minimum 5 slides, a. Use custom animation option to animate the text; the text must move left to right one line at a time,b. Use proper transition for the slides.	
	2 nd	Revision	

17th week 20th Nov 25th Nov	1 st	Introduction to Ms-Acess	
	2 nd	1. Create a database "Student" with, a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total"	
17th Week 27th Nov-30th Nov	1 st	b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key.c. Enter data in the table.The total must be calculated using update query.	
	2 nd	Revision	


1.8.23
 Signature of the faculty