



**SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S  
R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RINGPIT**

An Autonomous Institute u/s UGC Act 1956

Approved by AICTE & affiliated to Gujarat Technological University

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**Program Name: Integrated M.Sc. (IT)**

**Level: Post Graduate**

**Branch: Information Technology**

**Subject Code : 1BS106**

**Subject Name : Office Automation**

w. e. f. Academic Year:	2024
Semester:	1
Category of the Course:	Skill Enhancement Course

<b>Prerequisite:</b>	Nil
<b>Rationale:</b>	This course covers basic knowledge of Office Automation Tools

**Course Outcome:**

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Understand the concept of word.
02	Understand the concept of spread sheet and its functions.
03	Understand the concept of slides and presentation.

**Teaching and Examination Scheme:**

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				SEE (TH)	IAT	CCE	SEE (P)	
2	0	0	2	25	25	-	-	50

Where SEE: Semester End Examination, IAT: Internal Assessment Test, CCE: Continuous and Comprehensive Evaluation

**Course Content:**

Unit No.	Content	No. of Hours	% of Weightage
1.	<b>Unit 1: Word Processing</b> 1.1 Creating, navigating and editing word document 1.2 Page set up and page background 1.3 Formatting and navigating 1.4 Find and replace function 1.5 Working with table, inserting smart art and shapes 1.6 Page breaks and section breaks 1.7 Headers and footers, watermark, Hyperlinks and bookmarks 1.8 Working with Mail merge 1.9 Printing a document	8	27
2.	<b>Unit 2: Spreadsheets</b> 2.1 What is Worksheet and Workbook? 2.2 Excel shortcuts 2.3 Create worksheet, Formatting workbook and Conditional formatting 2.4 Working with Charts and Data validation 2.5 Sorting data, Auto filter and advanced filter 2.6 Functions: Logical, Counting, Date and Time, Text Functions, Mathematical, Financial and Statistical	15	50
3.	<b>Unit 3: Making Presentation</b> 3.1 What is Presentation? How it helpful in Professional Environment? 3.2 Creating, browsing and saving presentations, Editing and formatting presentations, 3.3 Slide layouts, adding notes to the slides 3.4 Editing and formatting slides, Inserting objects in slides 3.5 Slide transition, animation effects, Rehearsing timings, Slide show options	7	23
	<b>Total</b>	<b>30</b>	<b>100</b>

**Suggested Specification Table with Marks (Theory):**

Distribution of Theory Marks(%)					
R Level	U Level	A Level	N Level	E Level	C Level
40	40	20	-	-	-

*Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (asper Revised Bloom's Taxonomy)*

**References/Suggested Learning Resources:**

**(a) Books:**

1. OpenOffice.org for dummies
2. Beginning OpenOffice Calc: From Setting Up Simple Spreadsheets to Business Forecasting
3. Open Office.org Writer: The Free Alternative to Microsoft Word
4. Open Office Basic - Author: James Steinberg
5. Open Office .org 3 Writer Guide

**(b) Open source software and website:**

1. OpenOffice.org
2. Google suit