



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

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 : 2BS106**

**Subject Name : Office Automation**

w. e. f. Academic Year:	2025
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	Demonstrate the ability to create, format, and manage Excel worksheets using essential spreadsheet tools and shortcuts.
03	Use Excel tools and functions to manage, analyse, and visualize data effectively.
04	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: Spreadsheet Basics</b> <b>2.1 Worksheet and Workbook</b> 2.1.1. Understanding what a worksheet and a workbook 2.1.2. Differences between worksheets and workbooks 2.1.3. Navigating between sheets <b>2.2 Excel Shortcuts</b> 2.2.1. Common navigation shortcuts 2.2.2. Formatting and editing shortcuts, Efficiency tips <b>2.3 Creating and Formatting Worksheets</b> 2.3.1. Creating a new worksheet 2.3.2. Formatting cells, rows, and columns using conditional formatting	7	25
3.	<b>Unit 3: Data Management and Functions in Excel</b> <b>3.1 Charts and Data Validation</b> 3.1.1. Creating different types of charts (bar, pie, line, etc.) 3.1.2. Customizing chart elements 3.1.3. Data validation techniques (drop-downs, input messages, error alerts)	8	25

	<b>3.2 Sorting and Filtering Data</b> 3.2.1.Sorting data (ascending, descending, custom sort) 3.2.2. Auto Filter, Advanced Filter <b>3.3 Excel Functions</b> 3.3.1. Logical Functions (IF, AND, OR) 3.3.2. Counting Functions (COUNT, COUNTA, COUNTIF) 3.3.3. Date and Time Functions (TODAY, NOW, DATEDIF) 3.3.4.Text Functions (LEFT, RIGHT, MID, CONCATENATE) 3.3.5. Mathematical Functions (SUM, AVERAGE, ROUND)		
4.	<b>Unit 4: Making Presentation</b> 4.1. What is Presentation? How it helpful in Professional Environment? 4.2. Creating, browsing and saving presentations, Editing and formatting presentations, 4.3. Slide layouts, adding notes to the slides 4.4. Editing and formatting slides, Inserting objects in slides 4.5. 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 (as per 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

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