

CERTIFICATE IN OFFICE AUTOMATION (C.O.A)

Duration: 4 Months

Total Theory Hrs : - 32 (2 hrs x 2 days – 4 hrs)
Total Practical Hrs : - 64 (2 hrs x 4 days = 8 hrs)
Total Hrs : - 96 (3 months) (Along with Exams)

Eligibility: 10th Pass/Fail (Minimum)

Computer Fundamentals, Introduction to Windows, Difference between Windows & other OS, Windows Fundamental, Ms- Office-XP, Hardware & Networking Concept, Use of Network, Introduction to Internet (Includes Every thing @ Internet from Setup to Surfing)

Computer Fundamentals

1. **COMPUTER ORGANISATION**
 - 1.1 Introduction to Computer
 - 1.2 Use of Computer
 - 1.3 Characteristics of Computer
 - 1.4 Generation Of Computer
 - 1.5 Classification of Computer
 - 1.6 Types of RAM
 - 1.7 Number System

2. **INPUT OUTPUT DEVICES**
 - 2.1 Input Devices** :- Keyboard, Mouse, Track Ball, MICR, OCR, Light Pen, MIC etc.
 - 2.2 Output Devices** :- Monitors, Printers – Types of Printers,
 - 2.3 Secondary Storage Devices**
 - 2.3. 1 Floppy Disk
 - 2.3. 2 Hard Disk
 - 2.3. 3 Magnetic Tape
 - 2.3. 4 Optical Disk

3. OPERATING SYSTEM

- 3.1 What is OS?
- 3.2 Its Functions – (Job Management, Disk Management, Input Output Device Management, User Interface)
- 3.3 Introduction to MS-DOS, Windows, Unix, Linux
- 3.4 Comparative Study of Dos & Windows

4. DISK OPERATING SYSTEM

- 4.1 Booting of Computer
- 4.2 POST, Necessary File for booting
- 4.3 File & Directory Concept
- 4.4 File Naming Conventions
- 4.5 Internal Commands :- date, time, copy con, cls, ren, ver, type etc
- 4.6 External Commands:- Format, DISK Copy, XCopy, Edit, Attrib, Tree etc

Practice :

Exercise on Internal Commands & External Commands

5. WINDOWS

- 5.1 Windows Operating System-
Web integration, Multiple Displays Support, Windows Update, System file Checker, Scandisk, and Registry Checker, Backup.
Basic Windows Programs :- Paint, Word Pad, Notepad, Calculator.

Practice :

- 5.1 Introduction to windows 95/98, Advantages of Windows 95/98
- 5.2 **Starting Windows 95/98:** Browsing the start menu, formatting a disk, starting & running multiple programs and switching between the programs.
- 5.3 **Manipulating Windows :** Moving, resizing and closing windows, Minimizing and maximizing windows, working with multiple windows.
- 5.4 **Using My Computer :** To view floppy disk, changing the icon arrangement, to manage Files, selecting one or more files, selecting one or more file, copying a file, drag & drop to delete a file.
- 5.5 **File Management Using Windows Explorer :** To copy, move & delete files, using copy paste, using drag and drop, creating and moving files between drives, renaming files & folders.
- 5.6 **Find Programs :** To search by modification date, by type, by specific text.

5.7 Control Panel : Changing date & time, changing display, choosing a background Placing a folder on desktop, adding shortcuts to folder & creating shorts to a document.

Practice :

1. Creating & editing files in DOS
2. Creating folders.
3. Copying & moving files in DOS
4. Drawing picture in paint using tools.
5. Saving, opening & creating new file
6. Creating, formatting & saving file in WordPad

6. MS-OFFICE

6.1 WORD-

6.1.1 Basic Screen Intro

6.1.2 Extension of file

6.1.3 Saving formats available with Win Word

6.1.4 Find, Replace, GOTO

6.1.5 Header Footer

6.1.6 Different Layout

6.1.7 Tool bar on/off, Drawing tool bar & other tool bar.

6.1.8 Page Break, Column Break,

6.1.9 Page Number

6.1.10 Date and Time

6.1.11 Bookmark

6.1.12 Hyperlink, Comments,

6.1.13 Object, Font, Paragraph, Bullets & Numbering, Borders & Shading, Chang Case, Drop Cap, Columns, Spelling & Grammar,

6.1.14 Mail Merge

6.1.15 Table, Sort, Inserting Rows, Columns, Deleting rows, Columns, Formatting table etc

Practice :-

1. Creating, formatting & saving file in MS-Word.
2. Assignment using font, paragraph option.
3. Assignment using drop cap, columns, change case, background options
4. Assignment using bullets & number, border & shading option.
5. Assignment using table
6. Assignment by using drawing tools.
7. Assignment by inserting hyperlink, comments, bookmarks.
8. Assignment using mail merge.
9. Assignment using header & footer.

6.2 EXCEL-

6.2.1 Screen of Excel

6.2.2 Extension of file

6.2.3 Saving formats available with MS-EXCEL

6.2.4 Basic Concept of Data types available with excel

6.2.5 Formula Concept

6.2.6 Cell, Cell Addressing

6.2.7 Absolute Cell address

6.2.8 Relative cell address

6.2.9 IF-Else (using AND, OR operators)

6.2.10 Inserting Charts

6.2.11 Goal Seek

6.2.12 Inserting rows, columns,

6.2.13 Formatting cells,

Practice :-

1. Working with Sheet.
2. Understanding simple Data Operators.
3. Creating simple formula
4. Creating complex formula
5. Creating Class Formula & Remark Formula
6. Using Goal Seek
7. Sorting the data
8. Inserting Chart

6.3 POWERPOINT :-

6.3.1 Screen of PowerPoint

6.3.2 Basic Use of PPT

6.3.3 Extension of file

6.3.4 Saving formats available with PPT

6.3.5 Inserting Pictures

6.3.6 Movies, Sounds, Inserting Custom animations to the created slides

6.3.7 Creating slide shows on different subjects, etc.

Practice :-

1. Creating Simple Presentations.
2. Using AutoContent Wizard
3. Using Custom Animation
4. Using Simple picture & sounds to the presentation.

6.4 MS-Access (Intro.)-

6.4.1 Planning and Creating Tables,

6.4.2 Creating & using forms,

6.4.3 Modifying Tables,

6.4.4 Working with external data,

6.4.5 Creating the Relational Database,

6.4.6 Enhancing Form Design,

6.4.7 Production Reports,

6.4.8 Creating Queries.

Practice :-

1. Creating Simple Table
2. Using Wizard to create a table
3. Working with external data table

INTERNET

Give a brief idea @ the basic theme of Internet. Its working, the required things to start Internet. Such as Modem, Telephone line along with any ISP (Internet Service Provider) it includes – Net Surfing. Email A/c Creation with Email sending receiving.