MAHATMA GANDHI ARTS, SCIENCE & LATE N.P. COMMERCE COLLEGE, ARMORI.

REPORT OF

CERTIFICATE COURSE IN OFFICE AUTOMATION

Of 40 Hour

Conducted From 17th February 2021 To 10th March 2021

Submitted By

Prof. Sunil D. Chute

(Course Coordinator)

Submitted To

Prof. N. N. Meshram

(IQAC Coordinator)

MAHATMA GANDHI ARTS, SCIENCE & LATE N.P. COMMERCE COLLEGE, ARMORI.

CERTIFICATE COURSE IN OFFICE AUTOMATION

17th February 2021 To 10th March 2021

(40 Hour)

Aims:- The career options in Diploma in Office Automation course include employment in numerous fields such as in Govt. Offices, MNCs, and International Organizations etc. After completing Diploma course in Office Automation, students can opt for jobs of diverse profiles such as an Office Automation Clerk, Office Automation Technician, Office Automation Analyst, Support Assistant, Secretary (Office Automation) etc.

Objectives: - To provide an in-depth training in use of Office Automation packages, internet and intranet tools, web hosting etc. Essential for a modern office for day to day office management, and e-governance. The course also helps candidates to get acquainted with IT and Cyber laws, Taxes, Financial rules to be followed in public and Private offices.

The students were introduced (Details of Syllabus with evaluation process)
UNIT-I Windows XP, UNIT-II MS-Excel, UNIT-III MS Power Point, UNIT-IV Intranet, UNIT-V Scanner,Printer,Fax & Xerox

Scheme of Examination

1. Question Paper should be in two Parts
    - Theory Paper
    - Practical Paper
2. Theory paper Examination will be conducted by on the basis of an MCQ
3. Practical paper Examination will be conducted by on the basis of Performance.

VII. **Theory Paper**
   Max. Time 2 Hr.

Unit	Content	Mark
I	Windows XP	20
II	MS-Excel	20
III	MS Power Point	20
IV	Intranet	20
V	Scanner, Printer, Fax & Xerox	20
Total		100

VIII. Practical Paper
Max. Time 3 Hr.

P1	P2	P3	Viva-voce	Total Mark
30	30	30	10	100

Total Marks=I+II

=200 Marks

❖ Course Details

➢ This course was conducted free of Cost OR Fees :- **Free of Cost**

➢ Course coordinator **Prof. Sunil D. Chute**

➢ Course Code:- **No Code**

➢ Course Scheme :- **UGC**

➢ No. of students benefited :**11**

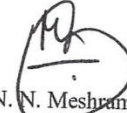➢ Resource Persons 1._**Prof. Sunil D. Chute**

❖ Course Outcomes:-

After completion of the course, students would be able to documents, spreadsheets, make small presentations and would be acquainted with internet.

(Prof. S. D. Chute)
Name & Sign
(Course Coordinator)

Prof. N. N. Meshram
(IQAC Coordinator)

Principal
Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,
Armori, Dist - Gadchiroli

CERTIFICATE COURSE IN OFFICE AUTOMATION

Objective of the Course: To provide an in-depth training in use of Office Automation packages, internet and intranet tools, web hosting etc. Essential for a modern office for day to day office management, and e-governance. The course also helps candidates to get acquainted with IT and Cyber laws, Taxes, Financial rules to be followed in public and Private offices.

Duration: Five Month Part Time: 40 Hr. of Teaching

SYLLABUS

UNIT-I Windows XP

Windows XP: Windows concepts, Features, Windows Structure,

Desktop, Taskbar, Start Menu, My Computer, Recycle Bin, Windows

Accessories- Calculator, Notepad, Paint, Wordpad, Character Map,

Windows Explorer, Entertainment, Managing Hardware &SoftwareInstallation of Hardware & Software, Using Scanner, System Tools,

Communication, Sharing Information between programs.

UNIT-IIMS-Excel

Worksheet basics, creating worksheet, entering

into worksheet, heading information, data, text, dates, alphanumeric

values, saving & quitting worksheet, Opening and moving around in an

existing worksheet, Toolbars and Menus, Keyboard shortcuts, Working

with single and multiple workbook, working with formulae & cell

referencing, Auto sum, Coping formulae, Absolute & relative addressing,

Worksheet with ranges, formatting of worksheet, Previewing & Printing

worksheet, Graphs and charts, Database, Creating and Using macros,

Multiple worksheets- concepts, creating and using.

UNIT-IIIMS Power Point

AutocentntWizard,creating a lank presentation, autolayout, Power point

screen:screen layout and Views, insert a newslide,applying design template, changing slide layout,reordering and hiding slides, slide show and editing custom slide. Resizing a text box ,Text box properties,Delete a text bo,Bulletedlists,Numberedlists,Addingnotes,Video and Audio, Adding text Editing options,Formattingtext,Replacefonts,Line spacing ,Change case Spelling check, Color schemes , Adding clip art,Adding an image from a file Editing graphic,AutoShapes,WordArt,Backgrounds, Action buttons Slide animation Animation preview Slide transitions Slide show options Slide master Header and footer Slide numbers Date and time

UNIT-IV Intranet

Intranet tools: E-mail: Anatomy of e-mail,e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account, Web mail ,Case study: Yahoo Mail, Outlook express.

FTP, ftp commands, ftp software, Telnet, using telnet.

UNIT-V Scanner,Printer,Fax & Xerox

Scanning a document, Making Printout of a Document, Sending & Receiving Fax, Making Xerox copies of document

Reference Books:

- Professional Office Procedure by Susan H Cooperman, Printice Hall Information
- Technology:Principles , Practices and Oppertunities by James A Senn, Printice Hall
- Technology And Procedures for Administrative Professionals by Patsy Fulton-Calkins, Thomson Learning
- Public Information Technology and E-Governance: Managing the Virtual State (Paperback) by G. David Garson

LIST OF PRACTICAL

Windows XP:

1. Starting the Windows Starting a program, running a program Running multiple programs and switching between windows Customizing the Task bar Recycle bin, restoring the deleted files
2. Creating and removing folders Making the taskbar wider, arranging icons on the Desktop Displaying and hiding the taskbar clock Controlling the size of start menu options Creating Shortcuts
3. Installing a screen saver Assigning a wallpaper to Desktop Adding a program to the start menu Adding a program shortcut in the Desktop Customizing the mouse settings
4. Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder

MS-Excel:

Prepare following table in a worksheet using MS-Excel.

Name	Basic	DA	HRA	Gross Pay	PF	Net Pay
SUNIL	10000					
VIBHAV	25000					
SACHIN	20000					
NIKITA	15000					

Perform following operations:-

1. Complete the table using formulas o
   DA = Basic * 27 %
   Hra = Basic * 10 %
   PF = Basic * 12.5 %
   Gross Pay = Basic + DA + HRA
   Net Pay = Gross Pay – PF

2. Give the Proper Heading.

3. Take the printout in landscape orientation

Enter following data in MS-Excel worksheet.

Name	Date of joining	Salary	Designation
SUNIL	Jan-05	10000	Peon
VIBHAV	Oct-10	20000	Accountant
SACHIN	Jan-05	15000	Clerk
NIKITA	Dec-09	25000	Manager

Perform following operations:-

1. Copy the above data and place in sheet2 and sort the table in the ascending order or date of joining and give proper heading.

Principal
Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,
Armori, Dist - Gadchiroli

- Finally run the slide continuously until Esc key is not pressed. At last, write the steps that you have perform

Select the 10 slides of your choice. Apply the following settings and write the steps you have perform in each option.
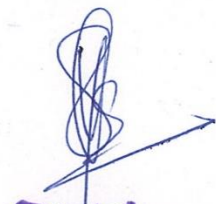
- Insert page number in each slide
- Timer should be displayed during execution.
- Change the background color of each slide.
- Set the interval time for each slide to be displayed.
- Use Flash bulb animation in your presentation.
- Select a Color Schemes of your choice.
- Insert Chart in one of your slide. Insert a table in your presentation

Intranet:

1. Searching for a web site / application / text documents viewing and downloading.

2. Create an E-mail account, retrieving messages from inbox, replying, attaching files filtering and forwarding

3. Operating on a Tablet / Smart Phone - browsing and practising on some important applications (UcBrowser, Skype) - operating on internet – creating and sending messages / mails using the applications like WhatsApp.

Scanner, Printer, Fax& Xerox

1. Scan a document as a text document and save it.

2. Install the printer, open a word document, set page margined and take printout.

3. Make fax of letter to a given number.

4. Insert paper in paper box of the Xerox machine and take Xerox of the document.

Principal
Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,
Armori, Dist - Gadchiroll

2. Copy the above data and place in sheet3 and sort the table in the ascending order or date of joining followed by order of name and give proper heading.

3. Copy all the above data to sheet4 and take printout

Prepare following using MS-Excel.

Players	Match 1	Match 2	Match 3	Average	Highest Score	Sum
Sehwag	78	43	91			
Sachin	45	77	62			
Yuvraj	65	80	37			
Dhoni	34	15	46			
Raina	23	75	55			

Performfollowing:-

    a. CalculateAverageandHighscoreofeachplayerusingAVERAGE&MAXfunction
    b. Calculatetotalscoreofeachmatch usingSUMfunction.
    c. Sort above recordsin descendingorder onthebasisofaverage.
    d. Takethe printoutinlandscapeorientation

MS Power Point:

Createthefollowingslide

ICAT PVT LTD

- COURSES
    ✓ C
    ✓ C++
    ✓ VB
    ✓ ORACLE
    ✓ JAVA

- FEES STRUCTURE
    ❖ 1500
    ❖ 2500
    ❖ 2000
    ❖ 3000
    ❖ 4000

1. Changethebulletstyleinthe first andthesecondlevel.
2. Change the case of the first level text to upper case and second level text to lowercase.(ByusingChange Case option)
3. Changetheattributeofthetextto: Font: Arial,Font Style: Italics,Size:20 Justifythe text

Prepare the following slides with the information given below:

- Select the slide of your choice and write about yourself.
- Write about your family members name with relation.

Tip: By using Title and 2 column text

- Using Title Content and text slide insert the picture of your favourite hero with the list of their movies.

CERTIFICATE COURSE IN OFFICE AUTOMATION

Scheme of Examination

1. Question Paper should be in two Parts
   o Theory Paper
   o Practical Paper
2. Theorypaper Examination will be conducted by on the basis of an MCQ
3. Practical paper Examination will be conducted by on the basis of Performance.

I. Theory Paper

Max. Time 2 Hr.

Unit	Content	Mark
I	Windows XP	20
II	MS-Excel	20
III	MS Power Point	20
IV	Intranet	20
V	Scanner, Printer, Fax & Xerox	20
Total		100

II. Practical Paper

Max. Time 3 Hr.

P1	P2	P3	Viva-voce	Total Mark
30	30	30	10	100

Total Marks=I+II

=200 Marks

Principal
Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,

MAHATMA GANDHI ARTS, SCIENCE &
LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE

ARMORI,Dist. Gadchiroli (M.S.) 441 208

Re-accredited by NAAC 'A' with 3.02 CGPA

Certificate Course in Office Automation

List of Admitted Students

(2020 -2021)

Sr. No.	Name of Students	Class	Sign
1.	BHOYAR ANIKET VILAS	B.Sc-I	
2.	WANMALI JANHVI SATISH	B.Sc-I	
3.	PATRANGE NAKSHATRA PRAKASH	B.Sc-I	
4.	GHATURKAR DOLTAN RAJU	B.Sc-I	
5.	ROY CHANDRAKANT RANJAN	B.Sc-I	
6.	BHOYAR SURAJ BHASKAR	B.Sc-I	
7.	BHUSHAN VIJAY RAUT	B.Sc-II	
8.	PUNAM DAYARAM NAKHATE	B.Sc-II	
9.	PRARTHANA KUNDAN MESHRAM	B.Sc-II	
10.	VALLAVI VIJAY UNDIRWADE	B.Sc-II	
11.	SAKSHEE SUNIL DANGE	B.Sc-II	

Date: 18/02/21

Co-ordinator
Office Automation

Principal
Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,
Armori, Dist - Gadchiroli

MANOHARBHAI SHIKSHAN PRASARAK MANDAL'S

MAHATMA GANDHI ARTS, SCIENCE &
LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE
ARMORI, Dist. Gadchiroli (M.S.) 441 208

Re-accredited by NAAC 'A' with 3.02 CGPA

Certificate Course in Office Automation

ATTENDANCE SHEET
2020-21

SR. NO	STUDENT NAME	CLASS	17/02/21	18/02/21	19/02/21	20/02/21	21/02/21	22/02/21	23/02/21	24/02/21
1	BHOYAR ANIKET VILAS	B.Sc.-I	P	P	A	A	P	P	P	A
2	WANMALI JANHVI SATISH	B.Sc.-I	P	P	P	A	A	P	P	P
3	PATRANGE NAKSHATRA PRAKASH	B.Sc.-I	P	A	P	P	P	P	P	P
4	GHATURKAR DOLTAN RAJU	B.Sc.-I	A	P	P	P	P	P	P	P
5	ROY CHANDRAKANT RANJAN	B.Sc.-I	P	P	P	A	P	A	P	P
6	BHOYAR SURAJ BHASKAR	B.Sc.-I	P	P	A	A	P	P	P	P
7	BHUSHAN VIJAY RAUT	B.Sc.-II	A	P	P	P	A	P	P	P
8	PUNAM DAYARAM NAKHATE	B.Sc.-II	P	A	P	P	P	P	A	P

			17/02/21	18/02/21	19/02/21	20/02/21	21/02/21	22/02/21	23/02/21	24/02/21
9	PRARTHANA KUNDAN MESHRAM	B.Sc.-II	P	P	A	P	P	P	P	P
10	VALLAVI VIJAY UNDIRWADE	B.Sc.-II	A	P	A	P	A	P	P	A
11	SAKSHEE SUNIL DANGE	B.Sc.-II	P	P	P	A	A	P	A	P

25/02/21	26/02/21	27/02/21	01/03/21	02/03/21	03/12/21	04/02/21	05/12/21	05/02/21	
P	P	A	P	P	P	P	P	P	
P	P	A	P	P	A	P	P	P	
P	P	A	P	A	P	P	P	P	
A	P	P	P	P	P	P	P	D	
A	P	P	P	P	P	P	A	D	
P	A	P	A	A	A	P	P	P	
A	A	P	A	P	P	P	P	A	
P	P	A	P	P	P	A	P	P	
A	A	P	A	P	P	P	A	P	
P	A	P	P	P	P	P	P	P	
P	P	A	P	A	P	P	P	P	