COURSE TITLE	Open Source Office Automation (Practicals)
COURSE CODE	CC-107
COURSE CREDIT	3
Session Per Week	3
Total Teaching Hours	40 HOURS

AIM

The course would make students acquainted with the features and basic commands of DOS. It also emphasis basic as well as advance features of Open Office tool.

LEARNING OUTCOMES

On the completion of the course students would be able:
1) To gain basic knowledge of DOS.
2) To develop skills for effective use of the Open Office tools by preparing and applying various features in documentation, spreadsheet and presentation.

DETAIL SYLLABUS

UNIT	TOPIC / SUB TOPIC	TEACHING HOURS
	Introduction to DOS and Windows	10
	• **DOS** o Introduction o Comparison with GUI o Wildcard characters o Working with DOS commands: dir, md, rd, cd, copy, type, del, ren, date, time, cls, ver, move, attrib, xcopy o batch file	4
1	• WINDOWS o Introduction o Booting Process o Components Of Windows Desktop, Icon, My computer, My documents, Network, Neighborhood, Recycle bin, Start menu, Taskbar, Windows explorer	

	o Control Panel Date & time, Display, Mouse, User accounts, Add & remove programs, o Files and Folders Creating Folder, Folder Operations (copying , moving and deleting), Creating files & file operations, Creating Shortcuts o System Tools Disk Defragmentation	6
2	**WRITER — THE WORD PROCESSOR**	**10**
	• Introduction to Open Text Document o Creating text documents o Working with text basic formatting like bold, italic, underline, change color, font, font effects, change case etc., basic editing like select-cut-copy-paste, paragraph formatting, number & bullet list, navigation find & replace etc. o View and page layout font work, print layout, page margin, add header, footer, footnotes, endnotes, using columns etc.	5
	• Advanced Features o Working with tables and graphics o Mail Merge o Other Features Autocorrect, Autotext, Macros, Protecting documents	5
3	**CALC — THE SPREADSHEET**	**10**
	• Introduction to Spreadsheet o Concept of Workbook, Worksheet, Workspace o Types of data o Formatting Workbook o Conditional formatting o Sorting Data	2
	• Advance Features o Data validation o Data filter (Auto & Advance) o Charts o What if analysis Goal seek, Scenario o Protecting Worksheet o Types of error	4

	• **Functions and Formulas** o Mathematical round, ceiling, floor, fact, subtotal, sum , sumif o Logical AND, OR, NOT, if o Statistical min, max, avg, count o Text concatenate, exact, find, left, right, len, lower, upper, trim o Lookup Hlookup, Vlookup o Date and Time date, day, days360, hour, minute, now, second, time, today, year	4
	IMPRESS — THE PRESENTATION	10
4	• **Introduction to Presentation** o Creating, browsing & saving Presentation o Editing & formatting slides o Working with objects	4
	• **Enhancing presentation using multimedia** o Transitions o Add sound, image, video o Preset Animation o Rehearse Timings o Pack & go wizard o Pen o Custom Show	6

TEXT BOOK/S:

1. Working with Personal Computer Software (Second Edition 2010)
Publisher: Wiley India, New Delhi By R.P.Soni, Harshal Arolkar , Sonal Jain
2. Openoffice.org for dummies
Publisher: Wiley Publishing, Inc. By Gurdy Leete, Ellen Finkelstein, and Mary Leete