DEPARTMENT OF

COMPUTER SCIENCE

ADD-ON-COURSE

IN

COMPUTER &

OFFICE AUTOMATION

Academic year 2018-19

DEPARTMENT OF COMPUTER SCIENCE

Add-On course on Computer and Office Automation

Academic Year: 2018-19

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IQAC Co-ordinator
S.S.R.G. Women's College,
RAICHUR-584 101.

PRINCIPAL
S.S.R.G. Women's College, RAICHUR

To

The Principal,
SSRG Women College,
Raichur.

Date: 19-06-2018

From
HoD.
Department of Computer Science.

Respected Sir,

      Sub: Permission to start a Add-on course

*****

With respect to the above-cited subject I, the undersigned request you to grant permission to start an Add-on course on 26-06-2018 to 30-07-2018 at 2:30 pm in the college titled **"COMPUTER AND OFFICE AUTOMATION"** to B.Com 3rd Semester students. The details of the syllabus and duration are enclosed. This course will helps to the students to build up their skills. Kindly grant the permission.

Thanking You,

Yours Faithfull

IQAC Co-ordinator
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PRINCIPAL
S.S.R.G. Women's College, RAICHUR

Taranath Shikshana Samsthe's

Soma Subhadramma Raman Goud Women's College

Station Road, Raichur-584101

(Affiliated to Akkamahadevi Women's University, Vijayapura)

Website: www.ssrgians.org

Email: ssrgwcr20@gmail.com

Fax: 08532-225770

Principal: **Smt. Geetha Badiger** M.A., M.Phil.

Date: 22-06-2018

Academic council /BOS meeting Resolution

Agenda

ESTABLISHMENT OF ACADEMIC COUNCIL /BOS 2018-19

A meeting of all the heads of the Department was conducted to collect suggestions and regarding establishment of Academic council/Board of Studies in the college. The program intends to enhance the experiential learning students.

Outcomes of the meeting:

- It was approved that the Academic council comprise of all the heads of the departments.

- The heads were to frame a certificate course syllabus and number of periods allotted for each course will be 36 hrs.

- Each certificate course is to be assigned a course code for the purpose of evaluation

- Each head of the department is conduct meeting with their faculties and ensure that each student must enrolled in any one of the certificate courses available in the college.

- It was here by resolved that the certificate course are to be conducted in the Academic year 2018-19

"Computer and Office Automation"

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Website: www.ssrgians.org

Principal: **Smt. Geetha Badiger** M.A., M.Phil.

Board of Advisory Committee

Chairman   : Smt. Geetha Badiger,
Principal S.S.R.G Women's College Raichur.

IQAC Co-ordinator   : Sri. Satyanarayan
IQAC Coordinator
S.S.R.G Women's College Raichur.

Course Co-ordinator   : Sri. Mohammed Illiyas
Assistant Professor Department of Computer Science
S.S.R.G Women's College Raichur.

Members   : 1. Dr,Padmavathi
Assistant Professor Department of Computer Science
LVD College Raichur.

2. Smt.Swathi Dixit
Assistant Professor Department of Computer Science
LVD College Raichur
Raichur.

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Add-On Course

Office Automation
CERTIFICATION COURSE

Electronic publishing

Image Processing & Document Storage

OFFICE AUTOMATION

Electronic communication & collaboration tools

Office management

Objectives:

- Give students an in-depth understanding of why computers are essential components in business, education and society.
- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing
- Office tools course would enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools.
- To familiarize the students in preparation of documents and presentations with office automation tools.
- To familiarize the student in operating system like MS-DOS, Windows

Learning outcomes

- Students can perform calculations in Microsoft Excel using both manually inputting formulas and built-in functions.
- Students will be able to create effective tables and graphs to describe experimental data in Microsoft Excel.
- Students will be able to do create Attractive presentation.

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DEPARTMENT OF COMPUTER SCIENCE

Date: 23-06-2018

NOTICE TO STUDENTS

All the B.Com 3rd Semester students are hereby informed that the Department of Computer Science is starting a new Add-On Course of 36 hours **"COMPUTER AND OFFICE AUTOMATION".** Interested students are hereby informed to enroll their name to Program Coordinator **Sri. Mohammed Illiyas**, On or before 23-06-2018. The classes will commence from 26-06-2018. On successful completion of the course on30-07-2018 duration only certificates will be issued to the students.

IQAC CO-ORDINATOR

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Scheme of Instruction: There shall be four components of the study viz.,

- Orientation programme-1 hour
- Lecture, Computer Lab–34hours
- Test and Feedback -1hour

ASSESSMENT METHOD

Continues testing indicators

- Class attendance and participation – 75% to 100%
- Test 1 -50 to 100%
- Test 2 -50 to 100%
- Seminar -50 to 100%
- Final Exam- 50 to 100%

Pattern of Examination:

Sl.No.	Criteria	Marks
1	Final examination	20
2	viva	10
3	Computer Lab	20

Final result will be announced on the notice board on the basis of their secured classes and distinctions.

The certificate will be distributed to each eligible candidate.

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Department of Computer Science
Computer and Office automation
Add-on Course-2018-2019
Syllabus

UNITS	SYLLABUS
UNIT 1	**Introduction to Computers** 1.1. What is computer? 1.2. Characteristics of Computers 1.3. Types of Computers 1.4. Generations of Computer 1.5. Components of Computer 1.6. Networking
UNIT 2	**MS Office** 2.1. Introduction 2.2. Ribbon
UNIT 3	**MS Word 2010** 3.1. Interface Elements 3.2. File Menu 3.3. Auto Correct 3.4. Home Tab 3.5. Insert Tab 3.6. Page Layout Tab 3.7. Mailings Tab 3.8. Review Tab 3.9. View Tab
UNIT 4	**MS Excel 2010** 4.1 Spread sheets 4.2 Introduction to Excel 2010 4.3 File Tab 4.4 Home Tab 4.5 Functions in Excel 2010 4.6 Insert Tab 4.7 Page Layout Tab 4.8 Formulas 4.9 Data Tab 4.10 Review Tab 4.11 View Tab 4.12 Charts 4.13 Conditional formatting 4.14 Data Validation 4.15 Printing

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UNIT 5	**Presentation Tool MS PowerPoint 2010**
	5.1 Ribbon
	5.2 Create a new presentation
	5.3 Slide Views
	5.4 Apply Transition
	5.5 Presenting Slide Show
	5.6 Saving and Printing
	5.7 Word Art and Shapes
	5.8 Animating Text and Objects
UNIT 6	**Internet**
	6.1 What is Internet?
	6.2 What is www?
	6.3 Web Browser
	6.4 Toolbars
	6.5 URL
	6.6 Domains
	6.7 Home Page and History
	6.8 The Cache
	6.9 Favourites
	6.10 How does Search Engine Work?
	6.11 Things to Be Cautious About the Internet
	6.12 Google Documents

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Time Table for Add-on Course Computer and Office Automation with effect from 26-06-2018 to 30-07-2018 Class B.Com 3rd Semester Department Computer science section 2:30 to 3:20 Room No Computer Science Lab.

Time→ Days ↓	10:00 to 10:50	10:50 to 11:40	11:50 to 12:40	12:40 to 1:30	1:30 to 2:30	2:30 to 3:20	3:20 to 4:30
Mon						COA	
Tue						-do-	
Wed					LUNCH BREAK	-do-	
Thu						-do-	
Fri						-do-	
Sat						-do-	

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Add-On COURSE

On

COMPUTER AND OFFICE AUTOMATION

List of students enrolled for the course

Sl. No	Student Name	Class	Signature
1.	Afreen Begum	B.Com IIIrd sem	
2.	Aasima Kausar	B.Com IIrd sem	Aasima
3.	Aishwarya Patil	B.Com IIrd sem	Patil
4.	Aishwarya. T	B.Com IIIrd sem	Aishu
5.	Akshata Radue	B.Com IIrd sem	Akshata
6.	Akshaya	B.Com IIrd sem	Akshaya
7.	Ambamma	B.Com IIrd sem	Amba
8.	Anitha	B.Com IIIrd sem	
9.	Aparna	B.Com IIrd sem	Aparna
10.	Apoorva. C	B.Com IIrd sem	Apoorva
11.	Arogyamma	B.Com IIIrd sem	Arogya
12.	Ashoka Pawar	B.Com IIrd sem	Ashoka
13.	Ashwini G	B.Com IIrd sem	Ashwini
14.	Ayeisha Siddiqa	B.Com IIrd sem	Ayeisha
15.	Ayesha Tanuem	B.Com IIrd sem	Ayesha
16.	Ayesha Khanam	B.Com IIrd sem	Ayesha Kha
17.	B. Surathi	B.Com IIIrd sem	Suvi
18.	Bharathi. G	B.Com IIIrd sem	Bharathi
19.	C. Manasa	B.Com IIIrd sem	manasa
20.	Chandrakala	B.Com IIIrd sem	Chan
21.	Diksha Devi	B.Com IIrd Sem	D.K.
22.	G. Navita	B.Com IIrd sem	Navi
23.	G. Tejeshwini	B.Com IIIrd sem	Tejeshwini
24.	Habbiba Begum	B.Com IIrd sem	Habbi
25.	Indira. K Hemarathi	B.Com IIrd sem	Hema
26.	Indramma Humera Begum	B.Com IIrd sem	Humera
27.	Youpriya Naag Indira. K	B.Com IIrd sem	Indira
28.	Indramma	B.Com IIrd sem	Indramma

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29.	Javeriya Naaz	B.Com III rd sem	Javeriya
30.	Jyothi	B.Com III rd sem	Jyothi
31.	Kakshayani K	B.Com III rd sem	Kakshayai
32.	Poornima	B.Com III rd sem	Poornima
33.	Lavanya. M	B.Com III rd sem	Lavanya
34.	Malleshwari	B.Com III rd sem	Malleshwari
35.	Manjula	B.Com III rd sem	Manjula
36.	Najiz Naaz	B.Com III rd sem	Nafiz
37.	Pallavi	B.Com III rd sem	Pallavi
38.	Pooja Patil	B.Com III rd sem	Pooja
39.	Pooja. Patil	B.Com III rd sem	Pooja Patil
40.	Pravallika G	B.Com III rd sem	Pravallika
41.	Pravallika. M	B.Com III rd sem	Priyanka
42.	Priyanka	B.Com III rd sem	Priya
43.	Rajamatha	B.Com III rd sem	Rajamat
44.	Renuka	B.Com III rd sem	Renuka
45.	Sandhya	B.Com III rd sem	Sandhya
46.	Shaline	B.Com III rd sem	Sadhya
47.	Shreya	B.Com III rd sem	Shreya
48.	Shri. Divya	B.Com III rd sem	Shri
49.	Shruthi	B.Com III rd sem	Shruti
50.	Shruthi. H.	B.Com III rd sem	Shruthi H

Deeeeraagll

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Sl. No	Students Name	26-06-2018	27-06-2018	28-06-18	29-06-18	30-06-18	02-07-18	3-07-18	04-07-18	05-07-18	06-07-18	07-07-18	09-07-18	10-07-18	11-07-18	12-07-18	13-07-18	14-07-18	16-07-18	17-07-18	18-07-18	19-07-18	20-07-18	21-07-18	23-07-18	24-07-18	25-07-18	26-07-18	27-07-18	28-07-18	30-07-18
1.	Afreena Begum	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
2.	Aasima Kausar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
3.	Aishwarya Patil	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
4.	Aishwarya .T	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P
5.	Akshata Padue	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Akshaya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Ambamma	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	Avitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
9.	Aparna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.	Apoorva -c	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
11.	Arogyamma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	Ashika Pawar	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.	Ashwini .r.	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
14.	Ayeishasiddiq	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.	Ayesha Tarrum	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	A
16.	Ayesha Kharam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

IQAC Co-ordinator,
S.S.R.G. Women's College,
RAICHUR-584 101.

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#	Name
17.	B. Shruthi
18.	Bharathi .ty
19.	C. Mavasa
20.	chandrakale
21.	Riksha Devi
22.	Chanmaity
23.	G. Tejeshwari
24.	Habbiba Begum
25.	Hemavathi
26.	Humera Begum
27.	Dhalika .k.
28.	Indramma
29.	Saveriya naaz
30.	Jyothi
31.	kakshayani s
32.	Pooshima
33.	Lavanya M.
34.	madhushwari
35.	manjula
36.	Nalasi naaz
37.	pallavi
38.	pooja patil

No.	Name																										
39.	Pooja Patil	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
40.	Prajwallata	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41.	Prawalika.M	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42.	Priyanka	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43.	Poojamatha	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P
44.	Renuka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45.	Sandhya	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
46.	Shalini	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
47.	Shreya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48.	Shri Durga	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
49.	Shruthi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50.	Shruthi.H.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Course Convener

IQAC Coordinator

Principal

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S.S.R.G. Women's College, RAICHUR

S.S.R.G. WOMEN'S COLLEGE RAICHUR

Report of Add-on course Computer and Office Automation

Add-On course : **COMPUTER AND OFFICE AUTOMATION**

Duration : 36 hrs

Started on : 26-06-2018

Completed on : 30-07-2018

Name of the faculty : **Sri. Mohammed Illiyas**

Total No of students admitted : 50

Total No of classes taken : 36

Total No of students benefited : 50

The Department of Computer Science successfully organised Add-on course on Computer and Office Automation. Total 60 students joined the course and attended all the classes. Students are able to do English typing both upper & lower case and understand about Computer Fundamentals. Students are able to Prepare Personal/Business letters, setting the documents, formatting the documents, Edit and proofing the documents and printing the documents. Students are able to create Students Mark sheets, Create & Analyze the Charts, Edit the Worksheets and Apply Different formula and Function for different Purpose. Students are able to Create Attractive Presentations. Students can also create Google forms, which helps to create quiz or any other kinds of forms.

Signature of Faculty

Signature of HOD

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This is to Certify that Miss. ....

of ....has completed the Certificate Course in Computer and

Office Automation, Conducted by the Department of Computer Science from 26-06-2018 to 30-07-2018.

Head of the Department

Principal

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Principal: Smt. Geetha Badiger M.A., M.Phil.

MCQ Question Paper

1. Which of the following is not a font style?
A. Bold   B. Italic
C. Superscript   D. None of the above

2. In MS Word, for what does ruler help?
A. To set indents   B. To set tabs
C. To change page margins   D. All of the above

3. You can detect spelling and grammar error by
A. Press Shift+F7   B. Press F7
C. Press Ctrl+F7   D. Press Alt+F7

4. Graphics for word processor is
A. peripheral   B. clip art
C. highlight   D. execute

5. What is the function of CTRL+R in MS-Word
A. open the print dialog box   B. update the current web page
C. close the current window   D. none of these

6. Which of the following is / are the additional features of Ms Word 2007?
A. quick access toolbar   B. ms button
C. ribbon   D. all the above

7. In Microsoft Word shortcut key CTRL+W is used for
A. open the print dialog box   B. update the current web page
C. close the current window   D. none of these

8. Which shortcut key is used to spell check in MS-Word?
A. f1   B. f2
C. f7   D. f9

9. Why headers and footers used in MS -Word
A. to enhance the overall appearance of the document
B. to mark the starting of a page
C. to make large document more readable
D. to allow page headers and footers to appear on document when it is printed

10. In MS Word to move the insertion point to the beginning of the next word command used is
A. ctrl+rightarrow
B. ctrl+left arrow
C. ctrl+down arrow
D. none of these

11. Which of the following line spacing is invalid?
A. multiple
B. double
C. triple
D. single

12. What is the column width in a worksheet?
A. 26 characters
B. 128 characters
C. 255 characters
D. 256 characters

13. The total number of rows in a worksheet?
A. Unlimited
B. 65,535
C. 1,048,576
D. 1,068,576

14. On which toolbar can you find Format Painter tool?
A. formatting toolbar
B. picture toolbar
C. drawing toolbar
D. standard toolbar

15. Which indent marker controls all the lines except first line?
A. left indent marker
B. first line indent marker
C. right indent marker
D. hanging indent marker

16. Which operation you will perform if you need to move a block of text?
A. copy and paste
B. paste and cut
C. cut and paste
D. paste and delete

17. What is the extension of Word files?
A. dot
B. txt
C. file
D. doc

18. Which of the following option is not available in Insert >> Picture?
A. chart
B. graph
C. clip art
D. word art

19. To insert a drop cap in one of the paragraph you should access
A. format
B. tools
C. insert menu
D. none of above

20. Merge cells option can be applied from
A. format cells dialog box alignment tab
B. formatting toolbar
C. both of above
D. none of above

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- Principal Smt. Geetha Badiger M.A., M.Phil.

MCQ Question Paper

1. Which of the following is not a font style?
A. Bold   B. Italic
C. Superscript   D. None of the above

2. In MS Word, for what does ruler help?
A. To set indents   B. To set tabs
C. To change page margins   D. All of the above

3. You can detect spelling and grammar error by
A. Press Shift+F7   B. Press F7
C. Press Ctrl+F7   D. Press Alt+F7

4. Graphics for word processor is
A. peripheral   B. clip art
C. highlight   D. execute

5. What is the function of CTRL+R in MS-Word
A. open the print dialog box   B. update the current web page
C. close the current window   D. none of these

6. Which of the following is / are the additional features of Ms Word 2007?
A. quick access toolbar   B. ms button
C. ribbon   D. all the above

7. In Microsoft Word shortcut key CTRL+W is used for
A. open the print dialog box   B. update the current web page
C. close the current window   D. none of these

8. Which shortcut key is used to spell check in MS-Word?
A. f1   B. f2
C. f7   D. f9

9. Why headers and footers used in MS -Word
A. to enhance the overall appearance of the document
B. to mark the starting of a page
C. to make large document more readable
D. to allow page headers and footers to appear on document when it is printed

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Computer Lab-Practical Questions

1. Create a table using table menu with,
   a. At least 5 columns and 10 rows.
   b. Merge the first row into one cell.
   c. Merge the second row into one cell, then split the second row into three cells.
   d. Use proper table border and color.
   e. Insert proper content into the table with proper text formatting.

2. Create a table "Student result" with following conditions.
   a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry.
   b. Use formulas for total and average.
   c. Find the name of the students who has secured the highest and lowest marks.
   d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).

3. Create a power-point presentation with minimum 5 slides.
   a. The first slide must contain the topic of the presentation and name of the presentation.
   b. Must contain at least one table.
   c. Must contain at least 5 bullets, 5 numbers.
   d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue.
   e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.
   f. Last slide must contain „thank you".

4. Create a database "Student" with,
   a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total"
   b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key.
   c. Enter data in the table. The total must be calculated using update query.
   d. Use query for sorting the table according to the descending/ascending order of the total marks.

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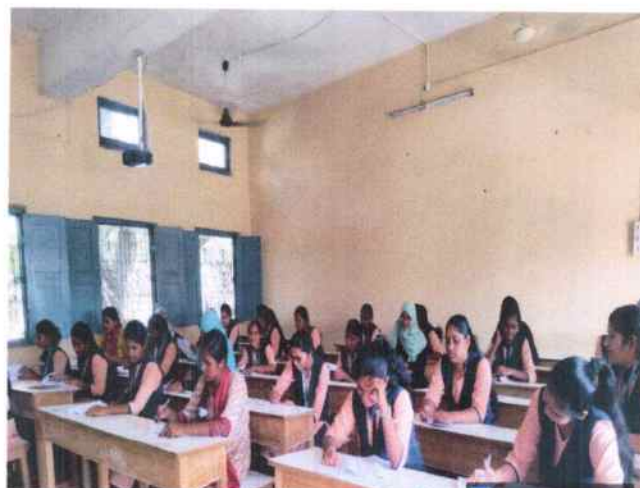(Affiliated to Akkamahadevi Women's University, Vijayapura)

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