**ANDHRA KESARI UNIVERSITY**

**MINOR**

**Subject: Computer Applications**

**w.e.f. AY 2023-24**

**COURSE STRUCTURE**

| Year | Semester | Course | Title of the Course | No. of Hrs /Week | No. of Credits |
|------|----------|--------|---------------------|------------------|----------------|
| I | II | 1 | Office Automation Tools | 3 | 3 |
| | | | Office Automation Tools Lab | 2 | 1 |

## COURSE 1: OFFICE AUTOMATION TOOLS

Theory                                        Credits: 3                                        3 hrs/week

**Course Objectives**:
- ✓ To introduce theenvironment of GUI in Ms-Word and its features..
- ✓ To introduce the fundamental concepts using Ms-Word and its features to make it more useful.
- ✓ To provide hands-on use of Word, Excel and PowerPoint.

**Course Outcomes**:

The students will be able:

- ✓ To understand concept of Word Processor and use its features.
- ✓ To use the advanced features of Ms-Word to make day to day usage easier.
- ✓ To work comfortably with Ms-Excel Environment.
- ✓ To Create worksheets and use advanced features of Excel.
- ✓ To create presentations and inserting multimedia items in them.

Syllabus

UNIT–I : Introduction to Ms-Office &Ms-Word

MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying &moving data, Formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, Using format painter, Page formatting, Header &footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command, proofingtext (Spellcheck, Auto correct),

**Case Study**:
1. Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
2. Create a document to share your experience of your recent vacation with family.

UNIT–II :Ms-Word Advanced Features

Difference between Wizard and Template - Customize the Quick Access Tool Bar – Macros: Purpose – Creating Macro – Using Macro – Storing Macro - Inserting pictures: From Computer, Online Pictures – Insert 3d Models - Insert Shapes – Insert Text Box – Insert Equation, Hyperlinks- Tables : Insert tables - Mail merge ,Printing documents, Tables : Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

**Case Study:**
1. Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.
2. Create a document to create Time Table of you class using tables.

UNIT–III: Introduction to Ms-Excel & Its Features

MS-Excel: Excel Features, Spread sheets, workbooks, creating, saving &editing a workbook, Renaming sheet, cell entries(numbers, labels, and formulas),spell check, find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort, Formatting worksheet, Functions and its types, Some useful Functions in excel(SUM,AVERAGE,COUNT, MAX,MIN, IF),

**Case Study:**
1. Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.
2. Create a Worksheet with  employee no, name, job, salaries of 10 employees, calculate DA,TA,HRA ,Gross Salary and Net Salary.
   i. Find the sum of HRA's of Total employees.
  ii. Find the average DA
 iii. Display the Maximum salary of the employee.

UNIT-IV: Ms-Excel Advanced Features

Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a  chart, printing worksheet – Sort – Filters – View Menu- Goal Seek –Scenarios.

**Case Study**:
1. Prepare a chart with height and weights of you class mates in at least 3 types of charts.
2. Demonstrate the use of Filter with the attendance data of your class.

UNIT-V: Ms-PowerPoint and its Applications

MS-PowerPoint: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout, using outlines, adding subheadings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and  shading,  adding header and footer, adding clip arts and auto shapes. Various presentation, Working with slide  sorter  view(deleting,  duplicating,  rearranging slides),adding transition and animations to slide  show,  inserting  music  or sound on a slide, viewing slideshow, Printing slides.

**Case Study**:
1. Prepare a presentation with your achievements and experiences in College.
2. Create a Presentation of your organization with pictures, clip arts and animations

Text Books:
1. Computer Fundamentals–Pradeep .K.Sinha: BPB Publications.
2. Fundamentals of Computers –Reema Thareja, Oxford University Press India

## COURSE 1: OFFICE AUTOMATION TOOLS

Practical                                              Credits: 1                                      2 hrs/week

### List of Experiments

1. Design a visiting card for managing director of a company as per the following specification.
   - Sizeofvisitingcardis3½×2
   - Name of the company with big font
   - Phone number, Fax number and E-mail address with appropriate symbols.
   - Office and Residence addresses separated by new line
2. Create a table with following columns and display the result in separate cells for the following
   - Emp Name, Basic pay, DA, HRA, Total salary.
   - Sort all the employees in ascending order with the name as the key
   - Calculate the total salary of the employee
   - Calculate the Grand total salary of the employee
   - Find highest salary and
   - Find lowest salary

3)Prepare an advertisement to company requiring software professional with the following
   - Attractive page border
   - Design the name of the company using WordArt
   - Use at least one clipart.
   - Give details of the company(use bullets etc.)
   - Give details of the Vacancies in each category of employee's(Business manager, Software engineers, System administrators, Programmers, Data entry operators) qualification required.

4)Create a letter head of a company with the following specifications
   - Name of the company on the top of the page 2 with big font and good style
   - Phone no, Faxno and E-mail address with symbols.
   - Main products manufactured by the company
   - Slogans if any should be specified in bold at the bottom

5)Create two pages of curriculum vitae of a graduate with the following specifications
   - Table to show qualifications with proper headings
   - Appropriate left and right margins
   - Format ½pageusingtwo-columnapproachabout yourself
   - Name on each page at the top right side
   - Page no. in the footer on the right side.

6)Write a macro format document as below
   - Line spacing"2"(double)
   - Paragraphindentof0.1
   - Justification formatting style
   - Arial font andBoldof14pt-size

7) Create a letter as the main document and create 10 records for the 10 persons Use mail merge to create letter for selected persons among 10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the number to octal, Hexadecimal and binary numbers and vice-versa.

DecimalNumbers:35,68,95,78,165,225,355,375,465
BinaryNumbers:101,1101,11101,11111,10001,11101111

9) Calculate the net pay of the employees following the conditions below.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Employee Number | Employee Name | Basic pay | DA | HRA | GPF | Gross Pay | Income tax | Net pay |
| 2 | | | | | | | | | |

➢ DA:- 16% of the basic pay if Basic pay is greater than 20000 or else 44%.
➢ HRA:- 15 % of the Basic pay subject to maximum of Rs.4000.
➢ GPF: -10% of the basic pay.
➢ INCOMETAX:-10% of basic If Basic pay is greater than20000.
➢ Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph, 3D and Pie chart for the following.

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| S.No. | Year | Pro1 | Pro2 | Pro3 | Pro4 |
| 1 | 1989 | 1000 | 800 | 900 | 1000 |
| 2 | 1990 | 800 | 80 | 500 | 900 |
| 3 | 1991 | 1200 | 190 | 400 | 800 |
| 4 | 1992 | 400 | 200 | 300 | 1000 |
| 5 | 1993 | 1800 | 400 | 400 | 1200 |

11)  Create a suitable examination database and find the sum of the marks(total) of each student and respective, class secured by the student.
   ✓ Pass – if marks in each subject >= 35
   ✓ Distinction- if average >= 75
   ✓ First class - if average >=60 but <75
   ✓ Second class – if average >=50 but l<60
   ✓ Third class – if average >=35 but <50
   ✓ Fail: if marks in any subject <35

12) Enter the following data in to the sheet.

| Name | Department | Salary |
|---|---|---|
| Anusha | Accounts | 12000 |
| Rani | Engineering | 24000 |
| Lakshmi | Accounts | 9000 |
| Purnima | Marketing | 20000 |
| Bindu | Accounts | 4500 |
| Tejaswi | Accounts | 11000 |
| Swetha | Engineering | 15000 |
| Saroja | Marketing | 45000 |
| Sunitha | Accounts | 5600 |
| Sandhya | Engineering | 24000 |

| Harika | Marketing | 8000 |
| --- | --- | --- |

- ➤ Extract records for department in Accounts and Salary>10000
- ➤ Sort the data by salary with the department using "sort commands".
- ➤ Calculate total salary for each department using Subtotals

13) Enter the following data into the sheet.

|  | Raju | Rani | Mark | Rosy | Ismail | Reshma |
| --- | --- | --- | --- | --- | --- | --- |
| English | 76 | 89 | 43 | 51 | 76 | 87 |
| 2ndLang | 55 | 85 | 78 | 61 | 47 | 33 |
| Maths | 65 | 82 | 34 | 58 | 52 | 65 |
| Computers | 45 | 91 | 56 | 72 | 49 | 56 |
| Human Values | 51 | 84 | 54 | 64 | 32 | 64 |

Applytheconditionalformattingformarks

- 35 below      Red
- 35 to 50      Blue
- 51 to 70      Green
- 71 to 100     Yellow

14) Create a presentation using templates.
15) Create a Custom layout or Slide Master for professional presentation.
16) Create a presentation with slide transitions and animation effects.
17) Create a table in PPT and apply graphical representation

Course – Office Automation Tools

Time: 3 Hours                                                                     Total Marks: 75

## PART –A
Answer any Five of the following.

5X5=25 Marks

1. Define MS - Word and write about the features of MS – Word.

2. Write about Headers & Footers in MS - Word

3. Explain the difference between Wizard and Template in MS – Word.

4. Write about the process of printing a Document in MS - Word.

5. How to add and delete rows & Columns in an MS - Excel.

6. Write about Excel functions and its types in MS – Excel.

7. Write in Brief about what if analysis in MS – Excel.

8. Explain about view menu in MS – Excel.

9. How to edit and format the text in PowerPoint Slide.

10. Explain how to insert clipart. Sound or Video files in MS – Power Point.

## PART B

Answer any Five of the following.                                        5x10=50Marks

11(a). Write in detail about various formatting options in MS – Word.

(Or)

11(b). Explain in brief about the creation of Tables in MS - Word.

12(a). Explain about the process of creating a macro in MS – Word.

(or)

12(b). Write about the importance of Mail -Merge utility in MS – Word.

(or)

13(a). Discuss about the features of MS – Excel.

(or)

13(b). Write in Brief about any 5 Excel functions.

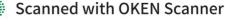14(a). Explain how to use filters to sort data in MS - Excel.

(or)

14(b). Discuss about the creation of charts in MS – Excel.

15(a). Explain about the importance of Master Slide in MS – PowerPoint.

(or)

15(b). Write about slide Transitions & Slide Animations in PowerPoint.

Time: 3 Hours                                    Total Marks = 50

Writing Program Code & Execution — 30 Marks

Viva — 10 Marks

Record — 10 Marks

Total — 50 Marks

27/9/2023