Subject: Office Productivity Tools - BCAXX10201

Type of course: Skill Enhancement Course

Prerequisite: Basic knowledge of Computer System, knowledge about hardware and software. Participants attending this training should be familiar with the basic operations of any office package, such as simple calculations, formatting the document and printing etc.

Rationale:

Apache Open Office is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
CI	T	P	C	SEE	CCE			
					LWA	V	ALA	
0	0	4	2	50	20	10	20	100

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; LWA - Lab Work Assessment; V – Viva voce; CCE- Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

Continuous Assessment:

Sr. No.	Active Learning Activities	Marks
1	**News Ad Wizard :** Create a news paper advertisement. Which shows images, shape and other tools to look same as advertisement and upload it on Moodle.	05
2	**Resume Canvas :** Students have to Build their Resume & Create inquiry Form and upload it on Moodle.	05

3	**Grade Guru :** Various Problem Statements will be given to the students. They have to prepare a sheet in which different calculations can be done. (ex. student result, Loan Calculator etc…) and upload it on Moodle.	05
4	**Presentation Power :** Make a presentation on a given topic and upload it on Moodle.	05
	Total	20

Course Content:

Sr. No.	Course content	Hrs	% Weightage
1	**Introduction of Operating System** • Overview of Basic Operation System : Introduction of Dos and Windows operating system • Introduction to editors : DOS – Internal and External Commands • Windows Environment : Desk top, file, folders, icons, Window explorer, control panel, Windows Accessories • Installation of open office	06	10
2	**Word Processing Package** • Introduction to word processing, Examples of some popular WP packages. • Uses of word processors, Word Processor – Examples – Uses of WP • Creation, editing, formatting of Documents. Global Search & • Replacement of text. • Special printing features, Mail merge Facilities, Spelling checker, • Table facility, Templates, advanced features. • Inserting Pictures, Drawing and Equation, Macros.	20	25
3	**Spreadsheet Package-I** • Introduction to Spreadsheet • Examples of some popular Spreadsheet packages. • User of spreadsheet packages. • Building Spreadsheet using formulas, conditional calculations, and built-in functions. • Use of Conditional Formatting through formula or in-built function • Writing macros and spreadsheet menus to build a user-interface	10	20

4	**Spreadsheet Package-II** • Graph-plotting facilities, • Use externally created data lies in the spreadsheet packages. • What-if analysis, protection facility, Pivot Tables, Operation on tables. • Macros with its all options (Creating, running and Saving in the worksheet(s) with Data with spreadsheets) • Application of Spreadsheets	10	20
5	**Presentation Package** • Preparing presentation, Formatting Slides. • Slide transition, adding special effects • Inserting Pictures, Sound and Chart. • Slide Design • Animation in Slide	10	25

Course Outcome:

After learning the course the students should be able to:	
CO1	Students should be able to Understand an operating system and its working, and solve common problems related to operating systems.
CO2	Students should be able understand Open Office (Word processing, Spreadsheets and Presentation).
CO3	Students should acquire knowledge on editor, spread sheet and presentation software.
CO4	Students will be able to perform documentation and accounting operations.
CO5	Students should be able to give presentation.

List of Practical :

Sr. No	Descriptions	Unit No	Hrs
1	Installation of open office	1	1
2	Introduction of Disk Operating System command prompt	1	1
3	DOS directory related command: dir, md, cd, cd.., cd/, rd	1	2
4	DOS file related command: copy con, type, ren, del, edit, print, xcopy, find, sort	1	2
5	DOS system related command: date, tree, time, cls, path, ver, vol, chkdsk	1	2
6	Create a writer document to write a paragraph and set margin 0.5 in top and left side, add image and video link.	2	2

7	Create a writer document to find and replace the character and also set a style like font color, background color, font style (bold, italic, underline).	2	2
8	Create a writer document to show a table contains student rollno, name and city, marks.	2	1
9	Create a writer document to show student table contain student roll no, name, subject's marks and count total of subject marks with function.	2	2
10	Create a writer document to set a table properties like insert, split, delete row and column.	2	˙1
11	Create a writer document to sorting a table data.	2	1
12	Create a writer document to mail multiple user at a time using mail merge.	2	2
13	Create a writer document to set header and footer and also add wordart.	2	1
14	Create a writer document to write article and show same as news paper advertisement.	2	2
15	Introduction to Open office calc files, Workbooks, Worksheets, Columns and Rows.	3	2
16	Open office calc formatting text, row, and column(color, background color, font style, font family etc)	3	2
17	Open office calc calculate all arithmetic operation like addition, subtraction, multiplication, division	3	2
18	Open office calc make student marksheet entry sheet(contain student rollno, name, address, phone number, subject marks, total, percentage) with formatting	3	2
19	Open office calc apply border, gridlines and shading to the table, Warp Text, Orientation and merge cells	3	2
20	Open office calc math function: abs, ASIN, COS, CEILING, COMBIN, DEGREES, EVEN, FACT, FLOOR, GCD, INT, LCM, MOD, ODD, PI, POWER, RADIANS, RAND, ROMAN, SQRT, SUM, SUMIF, TRUNC	3	2
21	Open office calc Text function: ASC, CHAR, CONCATENATE, FIND, LEFT, LEN, LOWER, PROPER, REPLACE, RIGHT, SEARCH, TRIM, UPPER	3	2
22	Open office calc Logical function: If, else, AND, OR, NOT,XOR	3	2
23	Open office calc to create a employee salary slip contain name, emp_code, department, salary calculate TA, DA, HRA, Gross salary, Final salary	3	2
24	Open office calc add image, video, hyperlink, shape	4	1
25	Open office calc import data from text, from web	4	1
26	Open office calc remove duplicate and data validation tool	4	2
27	Open office calc what if analysis tool	4	1
28	Open office calc chart	4	2
29	Introduction of Open office Impress	5	1
30	Open office impress add, edit, delete slide	5	2
31	Open office impress set animation in slide	5	1

32	Open office impress add text, clipart, image, shape	5	2
33	Open office impress add chart	5	1
34	Open office impress Presentation view and theme design	5	2
		Total	**56**

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory.

The internal evaluation will be done on the basis of Active Learning Assignment.

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

Reference Books:

[1] A conceptual guide to open office.org3 R. Gabriel Gurely
[2] OpenOffice.org For Dummies
[3] The OpenOffice.org 2 Guidebook- Solveig Haugland