



Course Syllabus  
Gyanmanjari Institute of Arts  
Semester-2 (BA)

**Subject:** Office Tools- BATXX10205

**Type of course:** Skill Enhancement Course (SEC)

**Prerequisite:** Basic knowledge of Computer System 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:**

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

2 Credits \* 25 Marks = 50 Marks (each credit carries 25 Marks)

SEE 50 Marks will be converted in to 25 Marks

CCE 50 Marks will be converted in to 25 Marks

It is compulsory to pass in each individual component.



**Course Content:**

Sr. No	Course Content	% Weightage
1	<p><b>Introduction of Operating System</b>            Overview of Basic Operation System: Introduction of Dos and Windows operating system, Windows Environment: Desktop, file, folders, icons, installation of open office</p>	05
2	<p><b>Word Processing Package</b>            Introduction to word processing, Examples of some popular WP packages. Uses of WP, Creation, editing, formatting of Documents. Global Search &amp; Replacement of text. Special printing features, Mail merge Facilities, Spelling checker, Table facility, Templates, advanced features. Inserting Pictures, Drawing and Equation, Macros, protection facility.</p>	25
3	<p><b>Spreadsheet Package-I</b>            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.</p>	20
4	<p><b>Spreadsheet Package-II</b>            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.</p>	25
5	<p><b>Presentation Package</b>            Creating new slides, working with fonts, tables, Layouts, themes, effects, background and colors. Selecting, deleting, copying, resizing and arranging objects. Working with drawing tools, applying shape or picture styles, applying borders, fill, effects, clipart collection. Embed a video, link. Configuring a sound playback, assigning sound to an object, transition effects and timings.</p>	25





**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
1	<b>News Ad Wizard:</b> Create a newspaper advertisement. Which shows images, shape and other tools to look same as advertisement and upload it on Portal.	05
2	<b>Project Report:</b> Create a text document incorporating various page setup feature, font, language and character feature, pictures-shape-icons-smart art feature, header-footer with page number feature, chart/graph with referring technical survey/Project report upload it on Portal.	05
3	<b>Grade Guru:</b> Create spreadsheet document with use of sort & filter features ,conditional formatting features, font & alignment setting and formatting features with referring student's results data sheet upload it on Portal.	05
4	<b>Presentation Power:</b> Create slide presentation of relevant topic using basic formatting features, insert and design slide, drawing tools, shape and picture style, object fill and effects, animation and transition effects. and hyperlink upload it on Portal.	05
Total		20

**Suggested Specification table with Marks (Theory): NA**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage %	NA	NA	NA	NA	NA	NA

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.



**Course Outcome:**

After learning the course the students should be able to:	
CO1	Understand an operating system, its working and identify and solve common problems related to operating systems.
CO2	Create, edit, and format documents using various text formatting tools.
CO3	Use basic and advanced formatting options for data presentation.
CO4	Create charts and graphs to visually represent data, analyze data using sorting, filtering, and pivot tables.
CO5	Design and create effective presentations with its different structure.

**List of Practical**

Sr. No	Description	Unit No	Hrs.
1	Introduction about operating system and its different features.	1	2
2	Create a word document to write a paragraph and set margin 0.5 in top and left side, add image and video link.	2	2
3	Create a word document to find and replace the character and also set a style like font color, background color, font style (bold, italic, underline).	2	2
4	Create a word document to show a table contains student roll-no, name and city, marks.	2	2
5	Send a mail to multiple users at a time using mail merge.	2	2
6	Create a word document to set header and footer and also add WordArt.	2	4
7	Create a word document to write article and show same as newspaper advertisement.	2	2
8	Introduction to Open office calc files, Workbooks, Worksheets, Columns and Rows.	3	2





9	Create a spreadsheet document to set a table properties like insert, split, delete row and column.	3	2
10	Create a spreadsheet document to sorting a table data.	3	4
11	Create a spreadsheet document to set formatting text, row, and column(color, background color, font style, font family etc.)	3	2
12	Create a spreadsheet document to calculate all arithmetic operation like addition, subtraction, multiplication, division.	3	2
13	Create a spreadsheet document to apply border, gridlines and shading to the table, Warp Text, Orientation and merge cells.	3	2
14	Create a student mark sheet contain student roll no, name, address, phone number, subject marks, total, percentage with formatting.	4	4
15	Perform Math function: ABS, COS, CEILING, FLOOR, GCD, MOD, POWER, RADIANS, RAND, SQRT, SUM, SUMIF, TRUNC etc.	4	2
16	Perform Text function: CHAR, CONCATENATE, FIND, LEFT, LEN, LOWER, REPLACE, RIGHT, SEARCH, TRIM, UPPER.	4	2
17	Perform Logical function: IF, ELSE, AND, OR, NOT, XOR	4	2
18	Create an employee salary slip contain name, emp-code, department, salary calculation using TA, DA, HRA, Gross Salary and Final salary.	4	4
19	Perform data validation and remove duplicate record with help of spreadsheet document.	4	2
20	Creating new slide using fonts, tables, Layouts, themes, effects, background and colors.	5	4
21	Prepare Power point presentation a set different animation in slide.	5	2
22	Creating new slide using text, clipart, image, shape.	5	2
23	Creating new slide using drawing tools, applying shape or picture styles, applying borders, fill, effects, clip art collection.	5	2
24	Creating new slide using embed a video, link and configuring a sound to an object.	5	2
25	Creating new slide using transition effects and timings.	5	2
Total			60



**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] MS-Office for Dummies, Wallace Wang, Wiley India, New Delhi.
- [2] Openoffice.org 2 Guide book, Solveig Hoagland, Solveig Hoagland
- [3] A Conceptual Guide to OpenOffice.org 3, R. Gabriel Gurley, Create space Independent Pub

