

OFFICE AUTOMATION (120Hrs)

UNIT 1

Office Management: Meaning, Functions, Role of a Manager in Office Planning and Scheduling of Office Work. Records Management: Meaning, Purpose, Principles. Fundamentals of Computers, Classification of Computers, MS-Windows Operating System, Input & Output devices, Windows Desktop – GUI, Desktop icons and their functions, Dialog Boxes, Task Bar, keyboard short keys, DOS Commands.

UNIT 2

Office Applications-I, MS-WORD - Creating , Editing, Saving and printing text documents, Font and Paragraph formatting, Simple character formatting, Inserting tables, Smart art, Page breaks, Using lists and styles, Working with images, Using Spelling and Grammar check, Understanding document properties, Mail merge.

UNIT 3

Office Applications-II, MS-EXCEL - Spreadsheet Basics, Creating, editing, saving and printing spreadsheet, Working with functions & formulas, Modifying worksheets with colour & auto formats, Graphically representing data: Charts & Graphs, Formatting work-sheets, Securing & Protecting Spreadsheets.

Office Application-III, MS-ACCESS – Introduction, Creating Tables, Database, Working with Forms, Creating queries, Finding Information in Databases, Types of Reports, Printing & Print Preview.

UNIT 4

Office Application-IV, MS-POWERPOINT-Opening, Viewing, Creating and Printing slides , Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data: Charts & Graphs, Creating Professional Slide for Presentation.

UNIT 5

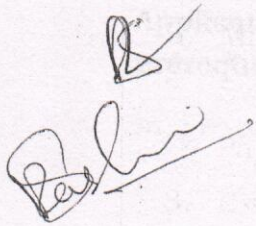
Internet & Advanced Communication- Handling of Inward Mail and Outward Mail, Understanding how to search in Google, Internet and Web Browsers. Bookmarking and Going to a specific website, Copy and Paste Internet content into word file and emails, Introduction to E-Commerce-definition, Importance, Applications, E-Office- Introduction, Objectives of e-office, Basic infrastructure prerequisites for e-office and components of e-office.

UNIT 6

Demonstrate the Knowledge of Page Maker, Basic Features of Page Maker, Working with various tools, working with plattes and various templates, positioning ruler, Typing text, Basic Formattings, Creating and positioning logo, Creating and opening publications, Changing and modifying designs.

Suggested Readings:

1. Fundamentals of computers- V. Rajaraman- Prentice- Hall of India
2. Microsoft Office 2007 Bible- John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Atiken and Lisa A. Bucki- Wiley India Pvt. Ltd.
2. A Conceptual Guide to Open Office.org.
3. Introduction to Information Technology- Alexis Leon, Methews Leon and Leena Leon, Vijay Nicole imprints Pvt. Ltd. 2013.
4. Computer Fundamentals- P.K. Sinha Publisher: BPB Publications.
5. Operating System Concepts- by Abraham Silberschatz, Greg Gagne and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29, 2008).
6. Microsoft Office 2010 Introductory- Gary B. Shelly, Misty E. Vermaat.
7. Swamy's Manual on Office Procedure (with Notes and Instructions) Paperback - 1 January 2016-Muthuswamy and Brinda.
8. Excel 5 Books in 1- Bible of 5 Manuscripts in 1-Beginner's Guide+ Tips and Tricks+ Simple and Effective strategies+ Best Practices to learn Excel programming Efficiently+ Advanced Strategies-Daniel Jones-2018.
9. Exploring Microsoft Office 2019 Introductory- Mary Poatsy, Keith Mulbery, Lynn Hogan, Jason Davidson.
10. Microsoft Office for Beginners-M.L. Humphrey-2020.
11. Microsoft word & Powerpoint for beginners & Power users 2021-The Concise Microsoft Word & PowerPoint A-Z Mastery Guide for All Users- Tech Demystified.



ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
UNIVERSITY OF MYSORE



(Re-accredited by NAAC with 'A' Grade)

(NIRF-2023: Ranked 44th in University Category and 71 in Overall Category)

ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಕೇಂದ್ರ (CIST)

ಸೆನೆಟ್‌ಭವನ, ಮಾನಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು 570 006

ದೂರವಾಣಿ: 091-821 2419360/2415389 E-mail: office@cist.uni-mysore.ac.in

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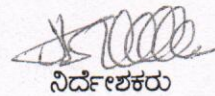
Certificate Course on Office Automation courseಗೆ

ಪ್ರವೇಶಾತಿ ಪಡೆದಿರುವ KSOU ಉದ್ಯೋಗಿಗಳ ಹೆಸರುಗಳ ಪಟ್ಟಿ

1. ಅಶ್ವಥ ಎನ್. ಹೆಚ್
2. ಬಾಲಾಜಿ ಆರ್
3. ಭಾಗ್ಯಲಕ್ಷ್ಮಿ ಕೆ
4. ಭಾಗ್ಯಲಕ್ಷ್ಮಿ ರಾವ್ ಕೆ ಪಿ
5. ಗಣೇಶ ಬಿ
6. ಗಾಯತ್ರಿ ಎನ್ ಡಿ
7. ಕವಿತ ಕೆ ಎನ್
8. ಎಂ. ಎಲ್ ಆಶಾರಾಣಿ
9. ಮಣಿಕಂಠ ಕೆ
10. ಪವಿತ್ರ ಕೆ ಎಸ್
11. ಪ್ರನುಪ ಕೆ ಪಿ
12. ಶಾಲಿನಿ ಪಿ ಜೆ
13. ಸಿದ್ದಪ್ಪಾಜಿ ಎನ್ ಎಸ್
14. ಸಿದ್ದೇಶ ಬಿ
15. ವೀಣಾ ಬಿ
16. ವಿನೋದ್‌ರಾಜ್ ಎಸ್ ಬಿ
17. ಸೋಮಶೇಖರ ಬಿ

ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲದ ನೌಕರರ ಮಕ್ಕಳು

18. ಗೌತಮ್ ಗೌಡ ಎಂ. ಎಸ್
19. ಯೋಗೇಶ್ ಎನ್ ಡಿ

 06/09/2023
ನಿರ್ದೇಶಕರು

Director

Centre for Information Science & Technology (CIST)
University of Mysore, MYSORE-570 005 (India)

ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
UNIVERSITY OF MYSORE



ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಕೇಂದ್ರ (ಸಿಸ್ಟ್)

ಸೆನೆಟ್ ಭವನ, ಮಾನಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು - ೫೭೦ ೦೦೬, ಇಂಡಿಯಾ

CENTRE FOR INFORMATION SCIENCE AND TECHNOLOGY (CIST)

SENATE BHAVAN, MANASAGANGOTRI, MYSURU - 570 006, INDIA

ಪ್ರಮಾಣ ಪತ್ರ

ಸಿಸ್ಟ್ ನಂ. CIST Ref. No.:

Certificate

This is to certify that

has attended the Certificate Course on 'Office Automation' from 15.09.2023 to 14.12.2023. This course has involved 120 (One Twenty) hours of theory and practical modules on various aspects of the subject. He/She has gained adequate hands-on experience during this training programme.

Vice-Chancellor
University of Mysore, Mysuru

Registrar
University of Mysore, Mysuru

Director
Centre for Information Science & Technology (CIST)
University of Mysore, MYSORE-570 005 (India)