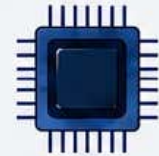
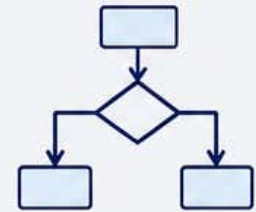




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Syllabus



Major/Minor Course: Laboratory on Office Automation Tools

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	109202/ 110202/ 112202/ 123202/ 134202/135202/ 138202	Laboratory on Office Automation Tools	2	60	4Hrs	50

Course Objectives:	1. Understand the concept of Office Automation Tools. 2. Know the importance of Office Automation. 3. Explain the functions of Office Suits. 4. Define the scope and benefits and limitations of MS-Office.			
Course Outcomes:	On completion of the following syllabus the students will be able to - 1. To design documentation using MS-Word. 2. To design Spread Sheets using MS-Excel. 3. To create the presentation using MS-PowerPoint.			
Contents		Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
	List of Practical: 1. Create a MS-Word document for your own Biodata. 2. Create MS-Word Document Using Cut, Copy, Paste, Find and Replace using Edit Option. 3. Create MS-Word Document for inserting Tables, Pictures, Cliparts, Shapes, Symbols and Word Arts using Insert Option. 4. Create MS-Word Document for Any Newspaper News using Column Option. 5. Create MS-Word Document for Bullets and Numbering Option. 6. Create MS-Word Document using all formatting options. 7. Create MS-Word Document using Change Case Option. 8. Create MS-Word Document for changing Fonts, Color, Size using Formatting Option. 9. Create MS-Word Document to Write and Send Letter using Mail-Merge Option. 10. Create MS-Word Document to prepare Marksheet using table Menu. 11. Create the Excel Spreadsheet for Preparing the Marksheet. 12. Create the Excel Spreadsheet for Preparing the Payment Sheet. 13. Create the Excel Spreadsheet for Preparing the Electric Bill.			Use any pedagogical technique suitable for the topic

14. Create the Excel Spreadsheet for Preparing the Bar Chart on Marksheet. 15. Create the Excel Spreadsheet for Preparing the Column Chart on Payment Sheet. 16. Create the PowerPoint Presentation on your Seminar topic. 17. Create the PowerPoint Presentation using various designs. 18. Create the PowerPoint Presentation using various Layouts. 19. Create the PowerPoint Presentation using various Transition effects. 20. Create the PowerPoint Presentation using various Animation Effects. 21. Create the PowerPoint Presentation using various Audio and Video effects.			
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Assessment Rubric: External Practical Course

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI PRACTICAL EXAMINATION B.Sc. I, SEMESTER – I (NEP)				
Practical	Course Code: 109202/ 110202/ 112202/123202/ 134202/135202/ 138202	Laboratory on Office Automation Tools	Max Marks: 25	Time: 4 Hrs.
Sr. No.	Exercise			Marks
1.	Single Program Writing, Algorithm, Flowchart, Execution, with Sample inputs and Outputs, and Printout			10
2.	Submitted Record book (Preferably handwritten)			05
3.	External Viva Voce			10

Assessment Rubric: Internal Practical Course

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI PRACTICAL EXAMINATION B.Sc. I, SEMESTER – I (NEP)			
Practical	Course Code: 109202/ 110202/ 112202/123202/ 134202/135202/ 138202	Laboratory on Office Automation Tools	Max Marks: 25
Sr. No.	Assessment Criteria		Marks
1.	Attendance/Regularity in practical's / Students' overall performance		05
2.	Record book Preparation (Preferably handwritten)		10
3.	Internal Viva Voce		10