

SVSSC Govt. Degree College, SULLURPET

Department of Computer Science

Certificate course on “Automation Tools”

Learning Outcomes:

After completion of the course, students would be able to;

- Know the basics of computers and prepare documents, spreadsheets, make small presentations
- with audio, video and graphs and would be acquainted with internet. create, edit, save and print documents with list tables, header, footer, graphic, spellchecker, mail
- merge and grammar checker Attain the knowledge about spreadsheet with formula, macros spell checker etc

SYLLABUS

Unit I:

MS-Word -Working with Files – Working with Text – Formatting, Moving, copying and pasting text Styles – Lists – Bulleted and numbered lists, Nested lists, Formatting lists. Table Manipulations. Graphics – Adding clip Art, add an image from a file, editing graphics, Spelling and Grammar, AutoCorrect - Page formatting - Header and footers, page numbers, Protect the Document, Mail Merge, Macros - Creating& Saving web pages, Hyperlinks.

Unit-2

MS-Excel- Modifying a Worksheet – Moving through cells, adding worksheets, rows and columns Resizing rows and columns, selecting cells, Moving and copying cells, freezing panes - Macros – recording and running. Formatting cells – Formatting toolbar, Dates and times, Auto formatting. Formula and Functions. Linking worksheets - Sorting and Filling, Alternating text and numbers with Auto fill, Auto filling functions. Graphics – Adding clip art, add an image from a file, Charts – Using chart Wizard, Copy a chart to Microsoft Word.

UNIT-3MS-Power Point -Create a Presentation from a template- Working with Slides – Insert a new slide, applying a design template, changing slide layouts -Slides: Reordering slides, hide slides, Create a Custom slide show. Adding Content – Resizing a text box, Text box properties, delete a text box - Video and Audio effects, Color Schemes & Backgrounds Adding clip art, adding an image from a file, Save as a web page.

UNIT-4MS-Access - Using Access database wizard, pages and projects. Creating Tables – Create a Table in design view. Datasheet Records – Adding, Editing, deleting records, Adding and deleting columns Resizing rows and columns, finding data in a table & replacing, Print a datasheet. Queries

Reference Books

1. Sanjay Saxena, A First Course in Computers (Based on Windows 8 And MS Office 2013) Vikas Publishing 2015.
2. Jennifer fulton, Sherri Kinkoph, and Joe Kraynak, The Big Basics Book of Microsoft Office 1997, PHI, 1998.
3. 3. Laura Acklen et al, Microsoft Office 97 Professional Essentials,EEE Que E&T, PHI (1998).
4. 4. Andy Channelle, Beginning OpenOffice 3, APress 2009

Model Paper

Time: 2 hours

Max. marks-50

PART-1

Answer any five questions. Each Question Carries eight marks 5x8=40M

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7
- 8

Part-2

Answer all Questions. Each Question carries one mark

10x1=10M

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

List of Students Enrolled

SI No	Name of The Student	Class
1	B. MOUNIKA	III B. Sc, MSCS
2	D. RAMULAMMA	III B. Sc, MSCS
3	P. SRINIVASULU	III B. Sc, MPCS
4	P. PURUSHOTHAM	III B. Sc, MPCS
5	P. DEVI	III B. Sc, MPCS
6	N. DILLI BABU	III B. Sc, MPCS
7	N. KARTHIK	III B. Sc, MPCS
8	PICHERI BHANU PRAKASH	III B. Sc, M. P. CS
9	AMBURU SAIKUMAR	III B. Sc, M. P. CS
10	BOMMU SURENDRA BABU	III B. Sc, M. P. CS
11	S. Harika	III B. Com CA
12	P. Anusha	III B. Com CA
13	M. Syam Prasad	III B. Com CA
14	G. Dileep Kumar	III B. Com CA
15	Y. Venkaiah	III B. Com CA
16	E. Vinay	III B. Com CA
17	M. Manoj Kumar	III B. Com CA
18	D. Santhosh Kumar	III B. Com CA
19	V. Nagendra Prasad	III B. Com CA
20	y. Joshua Paul	III B. Com CA

