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Department Of Computer Science

Lesson Plan (Session 2026-2027)

Class: B.SC/BA
Semester: **V**
Name of the Course: Office Automation
Course Code : B23-VOC-132
Dates: 1 August – 5 December 2026

SYLLABUS

Maximum Marks: 100
Time: 3 hours
End Term Exam Marks: 70 Marks
Assessment: 30 Marks

Note: Examiner will be required to set nine questions in all. First question will be compulsory, consisting of short type question covering the entire syllabus in addition to that eight more questions will be set, two question from each unit. Students will be required to attempt in all. In addition to the compulsory question, student will have to attempt four more questions selecting one question from each unit.

Unit	Topics	Contact Hours
Unit: I	Office Automation: Concept, benefits, various tools; Different automation software; Various appliances used in modern office.	12
Unit: II	MS-Office: Introduction to MS-Word; Paragraph formatting: Header and footer, tables, mail merge, spell check, file operations, cut, copy and paste, drag and drop, dynamic data, find and replace, auto correct; MS-Excel: Introduction work sheet, data types, usage of formula and calculation, different charts, functions, tables and formatting, macros.	11
Unit: III	Power-Point: Introduction, creating a presentation, formatting a 11 presentation, adding effects to the presentation, different views of slides, adding graphics, sounds and movies of a slide, effects, animation, multimedia in PPT; Slide show: Transition and timings; Diagrams: Clipart and picture; File management; PowerPoint presentation on mobiles and desktops; Mobile apps for PPT; E-mail: Introduction, services, how does it works, how make E-mail ID, advantages and limitations of E-mail, receiving and sending E-mail messages.	11
Unit: IV	Information Technology in Business: Concept; Local area network: Media & topologies and wide area network; Electronic data processing; Multimedia technologies; Video conferencing; Cloud based storage of records.	11
V*	Practicum: Students are advised to do laboratory/practical practice not limited to, but including the following types of problems: Word Processing Basics; Opening & Closing of Documents; Formatting of Text; Table handling; Spell Check and Printing of documents; Basics of Spreadsheet; Manipulation of Cells; Formulas and functions; Sending and Receiving emails; Documents collaboration.	30

Text Books :

1) Office Automation, Unique publication

2) Sushil Goel, Natraj Publication

Course Outcomes

After completing this course, the learner will be able to:

- Understand the **concept of Office Automation**, its benefits, tools, and modern office appliances.
- Identify and differentiate between **various automation software** used in offices.
- Demonstrate proficiency in **MS-Word** for document creation, formatting, tables, mail merge, headers/footers, and file operations.
- Apply **editing and proofreading tools** such as spell check, find & replace, auto-correct, cut/copy/paste, and drag & drop.
- Use **MS-Excel** worksheets effectively, including data types, formulas, functions, tables, charts, and formatting.
- Perform basic **calculations and data analysis** using Excel functions and macros.
- Create professional **PowerPoint presentations** with appropriate formatting, layouts, and slide designs.
- Apply **animations, transitions, multimedia elements** (graphics, audio, video) and slide show timings in PPT.
- Use different **PowerPoint views** and manage presentations on **desktops and mobile devices**, including mobile apps.
- Understand **file management** concepts related to office documents and presentation

Lesson Plan

SR. No	Date	Course Content	
		Theory (4)	**Practical(4)**
1	1August 2026	Office Automation: Concept, benefits, various tools; Different automation software	Basic File Operations in Windows
2	3 August -8 August	Various appliances used in modern office.	MS-Word: Document Creation and Formatting
3	10 August - 14 August	MS-Office: Introduction to MS-Word; Paragraph formatting: Header and footer, tables, mail merge, spell check, file operations	MS-Word: Tables and Tabulation
4	17 August - 22August	cut, copy and paste, drag and drop, dynamic data, find and replace, auto correct	MS-Word: Mail Merge
5	17 August - 22August	MS-Excel: Introduction work sheet, data types, usage of formula and calculation	MS-Excel: Worksheet Creation and Data Types
6	31August. - 5 Sept.	Different charts, functions, tables and formatting, macros.	MS-Excel: Formulas and Functions
7	7 Sept. - 12 Sept.	Power-Point: Introduction, creating a presentation, formatting a 11 presentation, adding effects to the presentation.	MS-Excel: Charts and Graphs
8	14 Sept. -19 Sept.	different views of slides, adding graphics, sounds and movies of a slide, effects, animation, multimedia in PPT	MS-PowerPoint: Creating a Presentation
9	21 Sept. - 26 Sept.	Slide show: Transition and timings; Diagrams: Clipart and picture	MS-PowerPoint: Formatting and Design
10	28 Sept.- 3 Oct.	File management; PowerPoint presentation on mobiles and desktops; Mobile apps for PPT.	MS-PowerPoint: Multimedia and Graphics
11	5 Oct.- 10 Oct.	E-mail: Introduction, services, how does it works, how make E-mail ID,	PowerPoint Presentation on Mobile and Desktop
12	12 Oct.- 17 Oct.	advantages and limitations of E-mail, receiving and sending E-mail messages.	E-Mail: Creating and Managing an Email Account
13	19 Oct. - 24 Oct.	Information Technology in Business: Concept; Local area network	E-Mail: Advanced Features
14	26 Oct.- 31 Oct.	Media & topologies and wide area network	Video Conferencing Tools
15	10 Nov-14 Nov	Electronic data processing; Multimedia technologies; Video conferencing	Cloud Storage and File Sharing
16	16 Nov -21 Nov	Video conferencing; Cloud based storage of records.	Revision
17	23 Nov.- 28 Nov.	Revision	Revision
18	30 Nov.- 5 Dec.2026	Revision.	Revision

Signature of Teacher **Head of Department**