


Type of Course : Value Added Course		
Course Code: VACA006	Title: Office Automation	Duration: 40hrs
Course offered to- BCA 1 <sup>st</sup> year, B.Sc. (H) CS 1 <sup>st</sup> year	Course Coordinator: Mr. Nitesh Saxena	
Course Overview	This VAC(Value Added Course) is offered by the Faculty of Computer Applications. It has 4 modules to complete this course, upon completion you will be awarded a Certificate. In this value added course you will learn how to use MS Office applications in office work such as creating professional-quality documents, store, organize and analyze information, arithmetic operations and functions and create dynamic slide presentations with animation, narration, images, and much more. This course is for all the students studying in the Faculty of Computer Applications. The following are the details.	
Course Prerequisites	Interest to learn ,Laptop	
Objectives	<ul style="list-style-type: none"> <li>• Learn how to use MS office applications in office work</li> <li>• Creating professional quality documents, storing, organizing</li> <li>• Analyzing information, performing Arithmetic operations and functions</li> <li>• Creating dynamic slide presentations with animation narration and images</li> <li>• To be able to create documents for printing and sharing</li> </ul>	
Course Outcome	<ul style="list-style-type: none"> <li>• Master in MS office applications</li> <li>• Being able to format text, paragraphs and document elements in word</li> <li>• Generate productivity-related images like charts and graphs</li> <li>• Students will be able to claim proficiency in Word and PowerPoint</li> <li>• Students will understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations</li> <li>• Students will able to independently create professional-looking documents and presentations</li> <li>• Evaluate and interpret the results from the data</li> </ul>	
Module No.	Module Title	No. of hours (per module)
Module I	MS word I	4
Text Basics, Text Formatting and saving file , Working with Objects , Header & Footers , Working with bullets and numbered lists		
Module II	MS word II	4
Tables , Styles and Content , Merging Documents , Sharing and Maintaining Document , Proofing the document , Printing		
Module III	MS Excel	20
Introduction to Excel , Formatting excel work book, Perform Calculations with Functions , Sort and Filter Data with Excel , Create Effective Charts to Present Data Visually , Analyze Data Using PivotTables and Pivot Charts , Protecting and Sharing the work book , Use Macros to Automate Tasks, Proofing and Printing		
Module IV	MS Power Point	12
Setting Up PowerPoint Environment, Creating slides and applying themes, Working with bullets and numbering , Working with Objects , Hyperlinks and Action Buttons , Working With Movies and Sounds , Using SmartArt and Tables ,		

  
 Head of Department  
 Faculty of Computer Applications  
 Invertis University, Bareilly (UP)

  
 Registrar  
 Invertis University  
 Bareilly

  
 Invertis Academics  
 Faculty of Computer Applications  
 Invertis University, Bareilly (UP)

Animation and Slide Transition, slide Master, Slide show option, Proofing and Printing	
<b>Text Books</b>	Learn Microsoft Office 2019: A comprehensive guide to getting started with word, power point, excel, access and outlook by Linda Foulkes
<b>Reference Books</b>	"Microsoft office 365 and 2019 introductory" by Shelly Cashman Series
<b>Mode of Evaluation</b>	Quizzes, Class Test



Dean Academic  
Faculty of Computer Applications  
Inveris University, Bareilly (UP)



Dean Academic  
Faculty of Computer Applications  
Inveris University, Bareilly (UP)



Registrar  
Inveris University  
Bareilly

## Department of Computer Applications

02 Jan 2022

### CIRCULAR

#### VALUE ADDED COURSE (Office Automation)- BCA , B.Sc.(H)CS

Students of BCA and B.Sc.(H) CS 1<sup>st</sup> year are hereby informed that value added course "Office Automation" is scheduled from 7th February 2022 in your respective classroom, Academic Block-III.

#### Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Nitesh Saxena
- Duration: 2 hrs

#### Program Overview:

The objective of this course is to develop automation skills of students who are ready to deal with complex transactions in the computing world and are able to maintain automation as per the requirement.



Dean Assistant  
Faculty of Computer Applications  
Invertis University, Bareilly (UP)



Registrar  
Invertis University  
Bareilly

Head  
Department of Computer Application  
Faculty of Computer Applications  
Invertis University, Bareilly (UP)

Mr. Jitendra Choudhary  
(HOD)

# OFFICE AUTOMATION

**ORGANISED BY:**  
**FACULTY OF  
COMPUTER APPLICATIONS**



**DATE**  
7 Feb - 7 March 2022



**TIME**  
03 PM TO 05 PM

Head  
Department of Computer Applications  
Faculty of Computer Applications  
Invertis University, Bareilly (UP)

**HOD**  
**MR. JITENDRA CHOUDHARY**

**SPEAKER**  
**MR. NITESH SAXENA**

Registrar  
Invertis University  
Bareilly


Dean Academics  
Faculty of Computer Applications  
Invertis University, Bareilly (UP)



# COURSE OVERVIEW

The objective of this course is to use MS Office application in Office work such as professional quality documents, store, organise & analyze information & create dynamic slide presentation with animations, images.



  
Head  
Department of Computer Applications  
Faculty of Computer Applications  
Invertis University, Bareilly (U.P.)

**HOD**  
**MR. JITENDRA CHOUDHARY**

**SPEAKER**  
**MR. NITESH SAXENA**

  
Registrar  
Invertis University  
Bareilly

  
Dean Academics  
Faculty of Computer Applications  
Invertis University, Bareilly (U.P.)