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**VOCATIONAL COURSE
ON
OFFICE AUTOMATION USING MS OFFICE**

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Title of the course
Duration
Nodal department of HEI to run course
Broad Area/Sector
Sub Sector
Nature of the course
Aligned NSQF Level
Name of Proposed Skill Partner
Job Prospects

Office Automation Using Ms-Office
6 months
Computer Application, Jagran College of Arts, Science & Commerce, Saket Nagar, Kanpur
Office Automation
Ms-Office
Independent
Foundation
RCPL Pvt. Ltd.
Office Automation, Data Entry, Data Analyst, Data Presenter,
Desktop Publishing.

UNIT	TOPIC	GENERAL/SKILL DEVELOPMENT	THEORY/PRACTICAL/ INTERSHIP/TRAINING	NO. OF THEORY HOURS	NO. OF SKILL HOURS
UNIT 1	BASICS OF COMPUTER Introduction to Computer, Memory, CPU, I/O Devices, Computer Network	General	Theory	4	
UNIT 2	OPERATING SYSTEMS MS-WINDOWS Operating System, Windows Desk top – GUI, Desktop icons and their functions, Dialog Boxes, Task Bar, Parts of Windows, Key board short keys or hotkeys Working with Notepad & Word Pad	General	Theory	4	
UNIT 3	OFFICE APPLICATIONS – I, MS-WORD	Skill Development General	Practical Theory	2	5
	➤ 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	Skill Development	Practical		10

UNIT 4	OFFICE APPLICATIONS – II, MS-EXCEL	General	Theory	2	
	➤ Spreadsheet Basics ➤ Creating, editing, saving and printing spreadsheets ➤ Working with functions & formulas ➤ Modifying worksheets with colour & auto formats ➤ Graphically representing data: Charts & Graphs ➤ Speeding data entry: Using Data Forms ➤ Analyzing Data: Data Menu, Sub total, Filtering Data ➤ Formatting work-sheets ➤ Securing & Protecting Spreadsheets.	Skill Development	Practical		10
UNIT 5	OFFICE APPLICATIONS - III MS OFFICE: MS-ACCESS	General	Theory	2	
	➤ MS Access: Introduction, ➤ Planning a Database, ➤ Access Screen, ➤ Creating a New Database, ➤ Creating Tables, ➤ Working with Forms, ➤ Creating queries, ➤ Finding Information in Databases, ➤ Types of Reports ➤ Printing & Print Preview, ➤ Importing data from other databases viz. MS Excel etc	Skill Development	Practical		10
UNIT 6	OFFICE APPLICATIONS - IV MS OFFICE: MS-POWER POINT	General	Theory	2	
	➤ 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.	Skill Development	Practical		10
UNIT 7	INTERNET & ADVANCED COMMUNICATION	General	Theory	4	
	➤ Understanding how to search/Google ➤ Internet and Web Browsers ➤ Bookmarking and Going to a specific website ➤ Copy and paste Internet content into your word file and emails ➤ Understanding social media platforms such as Facebook & Many more ➤ Learn with best practices	Skill Development	Practical		10

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. Aitken, and Lisa A. Bucki -*

Wiley India pvt.ltd.

3. *The complete reference Linux* - Richard Petersen - Tata McGraw - Hill Edition 4. *A Conceptual Guide to OpenOffice.org*
4. R. Gabriel Gurley- *Create Space Independent Publishing Platform*, 2008
5. *Introduction to Information Technology* - Alexis Leon, Mathews Leon, and Leena Leon, Vijay Nicole Imprints Pvt. Ltd., 2013.
6. *Computer Fundamentals* - P. K. Sinha Publisher: BPB Publications
7. *Operating System Concepts* - by Abraham Silberschatz, Greg Gagne, and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29, 2008)
8. *Computer Networking* 6th ed. - J.F. Kurose and K.W. Ross - Pearson;
9. *Data Communications and Networking* - Behrouz A. Forouzan, 2nd Edition - McGraw Hill Education;
10. *Discovering the Internet: Complete* - Shelly Cashman 4th Edition - Course Technology
11. *Computer & Internet Basics Step-by-Step - Etc-end the Clutter* - Infinity Publishing
12. <https://en.wikipedia.org>
13. <https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf> (For EduBOSS3.0)
14. <https://wiki.openoffice.org/wiki/Documentation> 15. <http://windows.microsoft.com/en-in/windows/windows-basics-all-topics>

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To be added with
already approved Voc. course
titled Office Automation using MS office for sem I.



VOCATIONAL COURSE
ON
OFFICE AUTOMATION USING MS-OFFICE
SEM- 2



John Sharma


28/4/22

Title of the Course	:	Office Automation Using Ms-Office
Duration	:	6 Months
Nodal Department of HE1 to run course	:	Christ Church College, Kanpur
Broad Area/Sector	:	Office Automation
Sub Sector	:	LibreOffice
Nature of the Course	:	Independent
Aligend NSQF Level	:	Foundation
Name of Proposed Skill Partner	:	UPTEC Computer Consultancy Ltd.
Job Prospectus	:	Office Executive/Assistant, Call Center Executive/ Compulsory to Maximum state level clerical Jobs.

UNIT	TOPIC	GENRAL//SKILL DEVELOPMENT	THEORY/ PRACTICAL/ INTERNSHIP /TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
1	Promo of LibreOffice Suite ➤ LibreOffice promo ➤ Features of LibreOffice ➤ Uses of LibreOffice ➤ LibreOffice formats ➤ LibreOffice tutorials in Spoken Tutorial ➤ Applications of LibreOffice	General	Theory	2	
2	What is Writer? ➤ Introduction of Writer	General	Theory	1	
	➤ Parts of the main Writer window ➤ Title bar, Menu bar, Sidebar, Toolbars, Rulers & Status Bar ➤ How to create new document	Skill Development	Practical		2
3	Working with Text Basics & Formatting Text & Pages	General	Theory	1	

	➤ Introduction ➤ Selecting, cutting, copying & pasting the text ➤ Finding & Replacing the Text ➤ Checking Spelling & Grammar ➤ Using Auto Correct & Auto Text ➤ Formatting Paragraphs ➤ Formatting Characters ➤ Auto Formatting ➤ Formatting Numbered or bulleted list ➤ Inserting Page Break ➤ Changing Page Break ➤ Creating Headers & Footers ➤ Defining Borders and Backgrounds	Skill Development	Practical		4
4	Printing, Exporting & Emailing ➤ Quick export to PDF ➤ Page setup & Print Preview ➤ Controlling Printing	Skill Development	Practical		2
5	What is Mail Merge	General	Theory	1	
	➤ Creating a form letter ➤ How to Prepare data ➤ How to create documents ➤ Editing merged documents	Skill Development	Practical		2

6	Introduction to Tables ➤ Create simple & complex table ➤ Editing & deleting table contents ➤ Merging of two Tables ➤ Updating of Tables	Skill Development	Practical		4
7	Images & Graphics ➤ Creating & Editing of Images ➤ Adding Images to documents ➤ Cropping & Resizing Images ➤ Rotating & Drawing Images	Skill Development	Practical		2
8	Introduction to Libre Office Calc ➤ What is Calc, ➤ About spreadsheets, sheets and cells. ➤ Basic features – parts of main Calc window - Title & Menu Bar, Standard Toolbar, Formatting Toolbar, Formula Bar, Status Bar ➤ What is a cell, row, column, ➤ Create new document, enter data in one cell, save in Calc(CSV and other formats),opening/closing document. ➤ Save as ods, csv, xls, xlsx and export to PDF	General	Theory	2	-

	➤ How to enter numbers, text, numbers as text, date and time in Calc. ➤ How to use the Format Cells dialog box. ➤ How to Navigate between cells and in between sheets. ➤ How to select items in rows, columns and sheets.	Skill Development	Practical		7
9	Working with Sheets & Formatting Data ➤ Inserting and Deleting rows and columns Calc. ➤ Inserting and Deleting Sheets in Calc. ➤ Renaming Sheets ➤ Borders, Color, Formatting Text, Increasing Cell Size ➤ Formatting multiple lines of text, numbers, fonts, cell borders ,cell background ➤ Automatic Wrapping and Using manual breaks ➤ Merging cells, rows and columns, issues with using merge cells. ➤ Shrinking text to fit the cell	Skill Development	Practical		8

10	Working with Data & Basic Data Manipulation	General	Theory	4	
	➤ Speed up using Fill tools and Selection lists ➤ Paste and paste special (values, transpose) ➤ Pasting a spreadsheet into writer as a table • Introduction to Formulas – Sum, Average, basic formula (=a*b+c) ➤ Subtotal ➤ Different kinds of functions available in spreadsheet ➤ Sorting by Columns ➤ Filtering Data - Basics	Skill Development	Practical	-	8
11	Introduction to Libre Office Impress	General	Theory	1	
	➤ Basic Features ➤ Different Toolbars ➤ Save as MS PowerPoint and other formats PDF ➤ Export open MS Office Documents ➤ Reopen the file which we saved..	Skill Development	Practical	-	2
12	Creating & Viewing Presentation				
	➤ Creating a presentation document ➤ Basic formatting	Skill Development	Practical	-	8

	➤ Inserting Slides ➤ Copying Slides Using Tabs Font size and Color, ➤ Viewing Presentation document ➤ Views options – Normal, Outline, Master Layout ➤ Uses of different view options ➤ Master Pages Task Option under Master Pages Write notes in impress.				
13	Slide Design & Custom Animation	General	Theory	2	
	➤ Slide Creation ➤ Slide Show Slide Transition ➤ Automatic Show (with Preset Timings) ➤ Use of Escape button ➤ Adding sound in slides ➤ Sorting of slides Setting speed ➤ Use of Notes ➤ Printing of Notes ➤ Use of Font Effects ➤ Use of drawing toolbar ➤ Filling up the color ➤ Printing of notes ➤ Use of Slide placeholder	Skill Development	Practical	-	12

Suggested Readings:

1. Getting Started with LibreOffice 6.0 Paperback – Import, 14 February 2019 by Libreoffice Documentation Team (Author)
2. Getting Started with LibreOffice 5.0 (English, Paperback, Documentation Team Libreoffice)

VOCATIONAL COURSE
ON
OFFICE AUTOMATION USING MS-OFFICE
SEM-3

Title of the Course	:	Office Automation Using Ms-Office
Duration	:	6 Months
Nodal Department of HE1 to run course	:	Christ Church College, Kanpur
Broad Area/Sector	:	Office Automation
Sub Sector	:	Web Page
Nature of the Course	:	Independent
Aligend NSQF Level	:	Foundation
Name of Proposed Skill Partner	:	UPTEC Computer Consultancy Ltd.
Job Prospectus	:	Webpage Designing, Webpage Developer

UNIT	TOPIC	GENERAL/SKILL DEVELOPMENT	THEORY/ PRACTICAL/ INTERNSHIP/ TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
1	Getting Acquainted with HTML ➤ Introduction to the Internet ➤ Introduction to HTML Terminology ➤ How to Write HTML Code	General	Theory	1	-
2	Basic Tags and Document Structure for Designing a Webpage ➤ HTML Tags ➤ Head Tags ➤ Title Tags ➤ Body Tags ➤ Saving an HTML Page	General	Theory	1	-
		Skill Development	Practical		4
3	Page Formatting & Creating Lists ➤ Adding a New Paragraph ➤ Adding a Line Break ➤ Inserting Blank Space ➤ Preformatted Text ➤ Changing a Page's Background Color ➤ Headings ➤ Horizontal Lines ➤ Numbered (Ordered) Lists ➤ Bulleted (Unordered) Lists ➤ Definition Lists, Nested Lists	General	Theory	2	-
		Skill Development	Practical	-	4

4	What are Links & Images	General	Theory	1	
	➤ Text Links ➤ Image Links ➤ Opening a Page in a New Window or Tab ➤ Setting all Links on a Page to Open in a New Window or Tab ➤ Linking to an Area on the Same Page (Bookmarks) ➤ Linking to an E-mail Address ➤ Linking to Other Types of Files. ➤ Introduction to Images for Web pages ➤ Adding Images to Web pages ➤ Resizing an Image ➤ Resizing an Image ➤ Alternative (ALT) Text	Skill Development	Practical		4
5	Creating Tables & Forms	General	Theory	2	
	➤ Inserting a Table ➤ Table Borders ➤ Table Headers ➤ Complex Table ➤ About Forms ➤ Text Boxes ➤ Text Areas ➤ Check Boxes ➤ Menu Lists ➤ Radio Buttons ➤ The Submit Button	Skill Development	Practical	-	4

	➤ The Reset Button				
6	Video and Audio				
	➤ About Video and Audio Files ➤ Adding Audio ➤ Adding Video ➤ Using YouTube to Display Video	Skill Development	Practical		1
7	Cascading Style Sheets	General	Theory	1	
	➤ CSS Syntax ➤ Types of CSS(Inline, Internal & External) ➤ Creating an External CSS ➤ ID and Class	Skill Development	Practical		4
8	Working With Text in CSS & Borders	General	Theory	1	
	➤ Text Alignment & Color ➤ Fonts & Font Size ➤ Margin & Padding ➤ How to create Text Border ➤ Types of Borders	Skill Development	Practical		4
9	Creating Backgrounds in CSS	General	Theory	2	
	➤ How to Create Border ➤ Background Colors & Gradients ➤ Linear Gradient ➤ Radial Gradient ➤ Conical Gradient	Skill Development	Practical		4

10	Adding a Navigation Bar in CSS	General	Theory	1	
	➤ Colors & Images ➤ Image Opacity ➤ How to Create Navigation Bar ➤ Vertical Navigation Bar ➤ Horizontal Navigation Bar				3
11	How to create Division of Page	General	Theory	1	
	➤ Div Tag ➤ Padding ➤ Margin of Div Tag ➤ How to Create Login Page Using Div Tag	Skill Development	Practical		4
12	Getting Acquainted with JavaScript & The Makeup of JavaScript	General	Theory	2	
	➤ Introduction to JavaScript ➤ The <SCRIPT>...</SCRIPT> Tag ➤ JavaScript Statements ➤ External JavaScript ➤ What are JavaScript Variables? ➤ Creating (Declaring) Variables ➤ Local Variables and Global Variables ➤ Exploring JavaScript Data Types	Skill Development	Practical		10

13	JavaScript Functions ,Conditions, Loops &	General	Theory	3	
	➤ JavaScript Function Definition and Syntax ➤ JavaScript Operators ➤ IF & Switch Conditions ➤ JavaScript Loops ➤ For Loop ➤ While Loop ➤ Do while Loop ➤ Break & Continue	Skill Development	Practical		10

Suggested Readings:

1. Creating Web Pages For Dummies by Bud E. Smith,Arthur Bebak
2. Web Designing and Publishing by Prof. Satish Jain and M. Geetha Iyer
3. Mastering Html, Css & Javascript Web Publishing by Laura Lemay (Author), Rafe Colburn (Author), Jennifer Kyrmin

VOCATIONAL COURSE
ON
Office Automation Using Ms-Office
(SEM-4)

Title of the Course	:	Office Automation Using Ms-Office
Duration	:	6 Months
Nodal Department of HE1 to run course	:	Christ Church College, Kanpur
Broad Area/Sector	:	Office Automation
Sub Sector	:	Artificial Intelligence and Internet of Things
Nature of the Course	:	Independent
Aligend NSQF Level	:	Foundation
Name of Proposed Skill Partner	:	UPTEC Computer Consultancy Ltd.
Job Prospectus	:	Data Analytics and Device & Hardware Engg.

UNIT	TOPIC	GENERAL/S KILL DEVELOPM ENT	THEORY/PRACTI CAL/INTERSHIP/ TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
UNIT 1	INTRODUCTION TO INTELLIGENCE AND ARTIFICIAL INTELLIGENCE				
	➤ Introduction ➤ Objectives ➤ Some Simple ➤ Definition of A.I. ➤ Definition by Eliane Rich ➤ Definition by Buchanan and Shortliffe ➤ Another Definition by Elaine Rich ➤ Summary	General	Theory	6	
UNIT 2	INTELLIGENT AGENTS				
	➤ Introduction ➤ Objectives ➤ Definitions Agents and Rationality ➤ Example: A boundary following robot ➤ Task Environment of	General	Theory	13	

	Agents ➤ Rationality vs. Omniscience ➤ Autonomy and learning capability of the agent PEAS(Performance, Environment, Actuators, Sensors) Example An Automated Public Road Transport Driver Different Types of Task Environments ➤ Fully Observable vs. Partially Observable Environment ➤ Static vs. Dynamic Environment ➤ Deterministic vs. Stochastic Environment ➤ Episodic vs. Sequential Environment ➤ Single agent vs. Multi-agent Environment ➤ Discrete vs.				
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	Continuous Environment Some Examples of Task Environments ➤ Crossword Puzzle ➤ Medical Diagnosis ➤ Playing Tic-tac-toe ➤ Playing Chess ➤ Automobile Driver Agent The Structure of Agents ➤ SR (Simple Reflex) Agents ➤ Model Based reflex Agents ➤ Goal-based Agents ➤ Utility-based Agents ➤ Learning Agents				
UNIT 3	Sensors				

	INTRODUCTION SENSORS CLASSIFICATION OF SENSORS TYPES OF SENSORS ➤ Position ➤ Occupancy and motion ➤ Velocity and Acceleration ➤ Force ➤ Acoustic ➤ Humidity ➤ Light ➤ Radiation ➤ Temperature ➤ Chemical ➤ Image ➤ Optical ➤ Gas ➤ Ultrasonic ➤ Hall ➤ Infrared sensors(IR) ➤ Biosensors ➤ Micro and Nanosensors	General	Theory	4	
UNIT 4	ACTUATORS				

	CLASSIFICATION OF ACTUATORS ➤ Electrical Actuators ➤ Electromechanical Actuators ➤ Electromagnetic Actuators ➤ Hydraulic Actuators ➤ Pneumatic Actuators ➤ Smart Materials Actuators ➤ Microactuators	General	Theory	4	
UNIT 5	BUILDING IOT APPLICATIONS				
	INTRODUCTION TO ARDUINO TYPES OF ARDUINO BOARDS Arduino Uno Arduino Leonardo Arduino 101	General	Theory	5	
UNIT 6	INTRODUCTION TO ARDUINO IDE	Skill Development	Practical		5

	➤ Features of Arduino IDE ➤ How to download and Install Arduino IDE? PARTS OF ARDUINO IDE ➤ Menu Bar ➤ Text Editor ➤ Output Pane WRITING/EDITING CODE IN SKETCH COMPILING-DEBUGGING UPLOADING AND RUNNING FILE ROLE OF SERIAL MONITOR				
UNIT 7	LED PROGRAMMING	Skill Development	Practical		5

	➤ Arduino board ➤ Breadboard ➤ LED OPEN YOUR FIRST SKETCH ➤ Void setup() ➤ Void loop() VARIABLES AND IDENTIFIERS KEYWORDS BUILT-IN DATA TYPES VARIABLE SCOPE COMMENT PREPROCESSOR DIRECTIVE ➤ The #include directive ➤ The #define directive				
UNIT 8	PROGRAMMING CONCEPT				
	OPERATORS ➤ Arithmetic Operators ➤ Relation and Logical Operation ➤ Assignment Operation ➤ Pointer Operation ➤ Bitwise Operation	Skill Development	Practical		7

	CONDITIONAL STATEMENTS AND LOOPS DECISION MAKING USING RELATIONAL OPERATORS ➤ The if statement ➤ The if-else statement ➤ The condition operator(?:) ➤ Nested if-else Statement ➤ The switch statement	Skill Development	Practical		8
	LOGICAL CONNECTIVES LOOPS ➤ While loop ➤ do- while loop ➤ for loop ➤ nested loops ➤ infinite loops ➤ THE break STATEMENT ➤ THE continue STATEMENT	Skill Development	Practical		8
UNIT 9	PROJECT USING IOT				

	➤ Write a program sequential LED ON-OFF. ➤ Write a program to interface buzzer with arduino board to buzz ON-OFF with the delay of 1 sec. ➤ Write a program to interface bottom and LED so that Led-blink glow one button is press. ➤ Write a program to interface keypad with arduino board and display the key press on serial monitor. ➤ Write a program to interface LED's on pin number 11, 12, and 13 and blink alternatively at delay of 1 second. ➤ Write a program to sense soil moisture using soil moisture sensor. ➤ Write a Program to	Skill Development	Practical		10
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	sense water using water sensor. ➤ Automatic Attendance and Classroom Environmental Monitoring				
Total hours =75				32	43

Recommended Books: -

1. Rich E. & Knight K. (1991). Artificial Intelligence. Tata McGraw-Hill Publishing Company Limited
2. IOT and Publishing by Prof. Satish Jain.
3. Russell S. & Norvig P, Artificial Intelligence: A Modern Approach (Second Edition), (Pearson Education, 2003).