

Department of Computer Application
MES Asmabi College, P Vemballur
Proposal for Certificate Course

Name of Course : Office Automation Tools for All
Course Code : AS23OATA
Duration of course : 48 hours (20T + 28P)
Time : 3.30-4.30 pm
No. of teachers engaging : 4

Syllabus

Office Automation and Online Documentation Tools

Unit I (2T+6L)

Introduction to Computers: Types of Computers - Desktop, Laptop, Notebook and Netbook.
System - Software Computer Languages, Features of good language.
Basics Computer Organization: Input Unit, Output Unit, Storage Unit, Control Unit, Primary Storage, Secondary Storage Devices.
Networks - LAN, WAN - Client – Server. Basics of Web Design – www, W3C, Web Browser, Web Server, Web Hosting, Web Pages, DNS, URL
Online Documentation Tools: PDF document creator, Converter, Image editors.

UNIT II (6T+10L)

Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features - Mail Merge, Tables, Printing, linking and embedding object, Template.

UNIT III (6T+10L)

Electronic Spread Sheet (OpenOffice Calc/MS-Excel) - Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.

UNIT IV (2T+6L)

Presentation using (OpenOffice Impress/MS-Power Point): Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Animations and Sounds, Inserting Animated Pictures or Accessing through Object.

Jabin T H
Co-ordinator

Department of Computer Application
MES Asmabi College
P.Vemballur, Kodungallur



[Signature]
PRINCIPAL
MES. ASMABI COLLEGE,
P. VEMBALLUR,
KODUNGALLUR 680671

MES Asmabi College, P Vemballur
Department of Computer Application
Certificate Course: Office Automation Tools for All
Course Code: AS23OATA
LIST of Students Enrolled

SL.NO.	Roll No.	CAP ID	Adm. No.	Name	Gender	Class	Signature
1	UG23BLM30	CAP23UG505480	3793/23	FATHIMA SAINUDHEEN	FEMALE	first year	
2	UG23BLM32	CAP23UG515868	3704/23	JAMSEENA P A	FEMALE	first year	
3	UG23BLM33	CAP23UG542941	3927/23	JASMIN P A	FEMALE	first year	
4	UG23BLM36	CAP23UG516085	3668/23	MAJITHA A	FEMALE	first year	
5	UG23BLM37	CAP23UG516098	3670/23	MARIYAM A	FEMALE	first year	
6	UG23BLM46	CAP23UG572627	3835/23	NAKSHATHRA .K.R	FEMALE	first year	
7	UG23BLM48	CAP23UG551496	3935/23	PĀRVATHI N S	FEMALE	first year	
8	UG23BLM49	CAP23UG561798	3679/23	RASHITHA K M	FEMALE	first year	
9	UG23BLM50	CAP23UG517541	3672/23	RIMSHANA S	FEMALE	first year	
10	UG23BLM54	CAP23UG507636	3912/23	SHIFA M M	FEMALE	first year	
11	UG23FPT18	CAP23UG583345	4021/23	NIHALA NASRI.K	FEMALE	first year	
12	UG23FPT19	CAP23UG609080	3870/23	RAFEENA YASMIN.K.M	FEMALE	first year	
13	UG23FPT22	CAP23UG506775	3627/23	SANIYA. M	FEMALE	first year	
14	UG23PHY16	CAP23UG617841	1537/23	FARHANA C A	FEMALE	first year	
15	UG23PHY17	CAP23UG621897	1521/23	KHADEEJA THASNEEM K A	FEMALE	first year	
16	UG23PHY19	CAP23UG525225	1187/23	SIMLATH.P.S	FEMALE	first year	
17	UG23PHY20	CAP23UG615348	1394/23	THEJA LAKSHMI P U	FEMALE	first year	
18	UG22BCM15	CAP22UG352197	794/2022	SHĀBNA SHERIN K V	FEMALE	second year	
19	UG22BCM16	CAP22UG320720	574/2022	SHAZIA M A	FEMALE	second year	
20	UG22BCM17	CAP22UG301607	659/2022	SHIFANA. A. M	FEMALE	second year	
21	UG22BCM18	CAP22UG367351	826/2022	SREESHMA M M	FEMALE	second year	
22	UG22BCM19	CAP22UG340758	599/2022	SUMAYYA EA	FEMALE	second year	
23	UG22BCM23	CAP22UG362800	580/2022	AHALLYA P A	FEMALE	second year	
24	UG22BCM24	CAP22UG314141	588/2022	AISWARYA T M	FEMALE	second year	
25	UG22BCM29	CAP22UG337838	876/2022	AMEENA AE M	FEMALE	second year	
26	UG22BCM30	CAP22UG356029	562/2022	ANAGHA K G	FEMALE	second year	
27	UG22BCM31	CAP22UG303462	598/2022	ANSIYA NASEER	FEMALE	second year	

28	UG23BLM31	CAP23UG522471	3686/23	HANI BIN ABDUL HAKEEM P	MALE	first year	<i>Hani</i>
29	UG23BLM34	CAP23UG533664	3654/23	JOHN JESWIN JACOB M H MOHAMMED	MALE	first year	<i>John</i>
30	UG23BLM35	CAP23UG565249	3828/23	HADHISH	MALE	first year	<i>Hadish</i>
31	UG23BLM38	CAP23UG585388	3687/23	MIRZA HADI T S	MALE	first year	<i>Hadi</i>
32	UG23BLM39	CAP23UG505541	3723/23	MOHAMED RAZEEN U R MOHAMMED AL YASEEN	MALE	first year	<i>Razeen</i>
33	UG23BLM40	CAP23UG519000	3766/23	P.R	MALE	first year	<i>Yaseen</i>
34	UG23BLM41	CAP23UG531725	3730/23	MOHAMMED ANAS	MALE	first year	<i>Anas</i>
35	UG23BLM42	CAP23UG503897	3787/23	MOHAMMED ANAS K A	MALE	first year	<i>Anas</i>
36	UG23BLM43	CAP23UG586623	3814/23	MOHAMMED RIFAS P K	MALE	first year	<i>Rifas</i>
37	UG23BLM44	CAP23UG531193	3867/23	MOHAMMED SALAH K S	MALE	first year	<i>Salah</i>
38	UG23BLM45	CAP23UG504337	3818/23	MUNEER N A	MALE	first year	<i>Muneer</i>
39	UG23BLM47	CAP23UG590729	3847/23	NEBIL MUHAMED K N	MALE	first year	<i>Nebil</i>
40	UG23BLM51	CAP23UG575728	3906/23	SHAFQA C B V	MALE	first year	<i>Shafaq</i>
41	UG23BLM52	CAP23UG566278	3808/23	SHAHZAD V S	MALE	first year	<i>Shahzad</i>
42	UG23BLM53	CAP23UG567281	3817/23	SHEHIN MOHAMMED E M	MALE	first year	<i>Shehin</i>
43	UG23FPT20	CAP23UG619998	4051/23	SAHAL K A	MALE	first year	<i>Sahal</i>
44	UG23FPT21	CAP23UG564886	3712/23	SAHID IRFAN M S	MALE	first year	<i>Sahid</i>
45	UG23FPT23	CAP23UG502831	4082/23	SREYAS BABU M	MALE	first year	<i>Sreyas</i>
46	UG23FPT24	CAP23UG514432	4037/23	VISHNU PRAŠAD. T	MALE	first year	<i>Vishnu</i>
47	UG23PHY18	CAP23UG556929	1243/23	MUHAMMAD RANTHISY	MALE	first year	<i>Muhammad</i>
48	UG22BCM20	CAP22UG315912	678/2022	THANSIL T S	MALE	second year	<i>Thansil</i>
49	UG22BCM21	CAP22UG384676	1065/2022	ADARSH SURESH	MALE	second year	<i>Adarsh</i>
50	UG22BCM22	CAP22UG339597	739/2022	ADHIL AMAN PS	MALE	second year	<i>Adhil</i>
51	UG22BCM25	CAP22UG330265	618/2022	AJMAL P A	MALE	second year	<i>Ajmal</i>
52	UG22BCM26	CAP22UG396696	612/2022	AKASH P S	MALE	second year	<i>Akash</i>
53	UG22BCM27	CAP22UG333915	757/2022	AKASH T A	MALE	second year	<i>Akash</i>
54	UG22BCM28	CAP22UG309486	614/2022	AMAN K ASLAM	MALE	second year	<i>Amam</i>
55	UG22BCM32	CAP22UG306846	557/2022	ANUJITH DAS C S	MALE	second year	<i>Anujith</i>

Jabin TH
 Jabin TH
 Co-ordinator

Department of Computer Application
 M.E.S. Asmabi College
 P.Vemballur, Kodungallur



[Signature]
 PRINCIPAL
 M.E.S. ASMABI COLLEGE
 P.O.P VEMBALLUR,
 KODUNGALLUR - 680 671



MES ASMABI COLLEGE
P. VEMBALLUR

DEPARTMENT OF COMPUTER APPLICATION

Certificate Course: Office Automation Tools for All

MES ASMABI COLLEGE, P. VEMBALLUR



This is to certify that Mr/Ms..... **FATHIMA SAINUDHEEN** has completed the certificate course **Office Automation Tools for All** conducted by Department of **Computer Application**, MES Asmabi College, P Vemballur, Kodungallur during the academic year **2023-24**. He/ she has secured A+ grade.

P Vemballur

30/10/23

Jabin T H
HOD & Cordinator

Dr A Biju
Principal

MES Asmabi College, P Vemballur
Department of Computer Application
Certificate Course: Office Automation Tools for All

AS23OATA

Curriculum and Evaluation Procedures

Department	:	Computer Application
Name of Course	:	Office Automation Tools for All
Course Code	:	AS23OATA
Course Coordinator & HoD	:	Ms. Jabin T H, 9747724640, jabiriyas@gmail.com
Max. No. of Students	:	60
Duration of course	:	48 hours (20T + 28P)
Level	:	UG/PG
Teaching Methodology	:	Group work, Individual work, Lab work, Direct Teaching.

Curriculum

Objectives:

- To enable students familiar Internet and online documentation and image editing tools
- To equip students to acquire basic knowledge in Office Automation Tools

Office Automation and Online Documentation Tools

Unit I (2T+6L)

- Need and Scope of AS23OATA
- Diagnostic Test

Introduction to Computers: Types of Computers - Desktop, Laptop, Notebook and Netbook.
System - Software Computer Languages, Features of good language.

Basics Computer Organization: Input Unit, Output Unit, Storage Unit, Control Unit, Primary Storage, Secondary Storage Devices.

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Recommended Reading:

1. Sinha. P.K, *Computer Fundamentals*, BPB Publications
2. Ram. B, *Computer fundamentals*, New Age International Pvt. Ltd Publishers
3. Thomas L Floyd, *Digital Fundamentals*, Universal Book Stall
4. Bartee T.C, *Digital Computer Fundamentals*, THM
5. Michael Miller, *Absolute Beginner's Guide to Computer Basics*, Prentice Hall.
6. Russell A. Stultz, *Learn Microsoft Office*, BPB Publication.
7. H.M.Deitel, P. J. Deitel, et al., *Internet & World Wide Web - How to program*, Prentice Hall.


Jabin TH
Co-ordinator

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MES ASMABI COLLEGE, P.VEMBALLUR
DEPARTMENT OF COMPUTER APPLICATION
Certificate Course: Office Automation Tools for All
Course Code: AS23OATA

Time: 02 Hrs

Max marks: 40

Note: Attempt any five questions by selecting at least one question from below. All questions carry equal marks (10) marks.

Section – A

1. Define word processing and differentiate between manual and electronic word processing.
2. Define table of contents and write down the steps to create table of contents by heading style.
3. Define and write down shortcuts keys
 - a) Hyperlink
 - b) Line spacing

Section – B

4. Define build in function and explain
5. What is cell reference? Describe relative mixed and absolute cell references.

Section – C

6. Explain different views of MS- power point.
7. Write down steps to create presentation by design template.

J. J. J.
Co-ordinator & Head

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L. S. S.
PRINCIPAL
MES. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671

MES Asmabi College, P Vemballur

Department of Computer Application

Certificate Course: AS23OATA -Office Automation Tools for All

Marklist

SL.NO.	NAME	Class	Mark
1	FATHIMA SAINUDHEEN	first year	40
2	JAMSEENA P A	first year	38
3	JASMIN P A	first year	36
4	MAJITHA A	first year	35
5	MARIYAM A	first year	38
6	NAKSHATHRA .K.R	first year	36
7	PARVATHI N S	first year	38
8	RASHITHA K M	first year	40
9	RIMSHANA S	first year	40
10	SHIFA M M	first year	40
11	NIHALA NASRI.K	first year	36
12	RAFEENA YASMIN.K.M	first year	35
13	SANIYA. M	first year	37
14	FARHANA C A	first year	38
15	KHADEEJA THASNEEM K A	first year	39
16	SIMLATH.P.S	first year	40
17	THEJA LAKSHMI P U	first year	38
18	SHABNA SHERIN K V	second year	36
19	SHAZIA M A	second year	35
20	SHIFANA. A. M	second year	38
21	SREESHMA M M	second year	36
22	SUMAYYA EA	second year	38
23	AHALLYA P A	second year	40
24	AISWARYA T M	second year	40
25	AMEENA AE M	second year	40

26	ANAGHA K G	second year	36
27	ANSIYA NASEER	second year	35
28	HANI BIN ABDUL HAKEEM P	first year	37
29	JOHN JESWIN JACOB	first year	38
30	M H MOHAMMED HADHISH	first year	39
31	MIRZA HADI T S	first year	40
32	MOHAMED RAZEEN U R	first year	38
33	MOHAMMED AL YASEEN P.R	first year	36
34	MOHAMMED ANAS	first year	35
35	MOHAMMED ANAS K A	first year	38
36	MOHAMMED RIFAS P K	first year	36
37	MOHAMMED SALAH K S	first year	36
38	MUNEER N A	first year	37
39	NEBIL MUHAMED K N	first year	38
40	SHAFIQ C B V	first year	40
41	SHAHZAD V S	first year	35
42	SHEHIN MOHAMMED E M	first year	40
43	SAHAL K A	first year	37
44	SAHID IRFAN M S	first year	38
45	SREYAS BABU M	first year	40
46	VISHNU PRASAD. T	first year	38
47	MUHAMMAD RANTHISY	first year	40
48	THANSIL T S	second year	40
49	ADARSH SURESH	second year	40
50	ADHIL AMAN PS	second year	36
51	AJMAL P A	second year	35
52	AKASH P S	second year	37
53	AKASH T A	second year	38
54	AMAN K ASLAM	second year	39
55	ANUJITH DAS C S	second year	38

Jabin P.H
Head & Coordinator

Department of Computer Application
M.E.S. Asmabi College
Vemballur, Kodungallur.



Renam
PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 690 671

MES Asmabi College, P Vemballur
Department of Computer Application
Certificate Course: Office Automation Tools for All
AS23OATA
Report & Course Outcome

The Certificate Course Office Automation Tools for All (AS23OATA) started on 28th August 2023 for 1st and 2nd UG students. The time was scheduled according to the convenience of the students along with regular classes with a duration of 1 to 3 Hrs. The lab works are also done as hands on. The batch was commenced on December 28th August, 2023 and came to an end on 3rd October. A diagnostic test was conducted at the starting to know the knowledge level of the students, and according to that analysis we arranged the course. After the completion a final test was conducted and all the students secured good score in the test. Pair work and group work helped the students to improve the knowledge and skill level. Certificates were issued for all 85 students after the course as they passed the examination and secured more than 80% of the attendance. The course feedback is that the students can do their online tasks given by the teacher in a better way.

Jabin TH
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Coordinator

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P.P.VEMBALLUR,
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