

The Maharaja Sayajirao University of Baroda
Polytechnic
Diploma in Electronics & Communication Engg.
(HPP)

ACADEMIC YEAR
2021-22

Year	I	OFFICE AUTOMATION (ELE3225L)	Lab Hrs per week	4
Semester	II		Max marks	100

Pre-Requisite: Basic Mathematics, Basic Electronics

CO1	Explain basic spreadsheet operations including worksheet creation, data entry, formula usage, and chart generation.
CO2	Perform worksheet editing functions such as inserting, deleting, formatting, importing, saving, and retrieving data.
CO3	Describe word-processing operations involving text entry, editing, formatting, page design, file handling, and printing.
CO4	Execute document-management tasks including search/replace, file conversion, disk maintenance, and running program options.
CO5	Develop databases using Access by designing structures, creating tables, modifying fields, and managing records.

BT	1. Remember 2. Understand 3. Application 4. Analysis 5. Evaluation 6. Creation
-----------	---

COURSE CONTENT/SYLLABUS

Unit	Unit Name	Hrs	Weightage	CO
1	Introduction To Excel 1.1 Bringing worksheet on a Screen. 1.2 Creating & labeling the worksheet. 1.3 Moving within the worksheet. 1.4 Entering number & text within the worksheet. 1.5 Entering the formulas and functions. 1.6 Saving the worksheet and retrieving the worksheet. 1.7 Inserting, Deleting, Widening, Formulating and Moving function. 1.8 Importing and graphing the worksheet.	18	36	CO1 CO3
2	Introduction To Word Package. 2.1 Starting work in Word on Hard disc or Floppy disc. 2.2 Alternate methods of entering Word with main menu (Documentation & non documentation). 2.3 Entering and editing text. 2.4 Finding and replacing text. 2.5 Designing the printed page. 2.6 Saving files, other file functions, changing the logged disc drive, Running WordStar option, Running other programs, disc Maintenance, printing files. 2.7 Converting Non-documents to documents mode.	20	34	CO-2 CO-3
3	Introduction To Access System 3.1 Types of Access management. 3.2 Access as data base tool. 3.3 Files, Records & fields. 3.4 Logical & Physical storage of data. 3.5 Designing & Creating database. 3.6 Editing & Modifying a database. 3.7 Adding & Editing records in a database. 3.8 Sample database design.	18	30	CO-4 CO-5

		56	100	
REFERENCE BOOKS:				
1.	Reference Manual of M.S. Office for Office Automation.			