BCA 124 Office Automation Tools

Maximum Marks: 100   **External: 80**
Minimum Pass Marks: 35   **Internal: 20**
Time: 3 hours

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT – I

Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP, An Overview and comparison between DTP packages, Common features of DTP. Introduction to Page Maker: Features, System Requirements, Components of Page Maker Window, Introduction to Menu and Toolbars, PageMaker Preferences

UNIT – II

Creating of Publications: Starting PageMaker, Setting Page size, Placing the text Formatting the text: Character Specification Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing, Indents/Tabs, Define Styles, Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication.
Editing Publication: Open a publication ,Story editor, Find and change the text, Change character and Paragraph attributes ,spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple, Working with columns

UNIT – III

Word Processing: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object.

UNIT – IV

Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

TEXT BOOKS:
1. PageMaker-Complete by R. Shamms, Mortier &Rick Wallacl ,Techmedia
2. Learning PageMaker 7 by Ramesh Bangia of Khanna Book Publishing Co Pvt Ltd

3. Microsoft Office – Complete Reference – BPB Publication
4. Learn Microsoft Office – Russell A. Stultz – BPB Publication

REFERENCES BOOKS

1. Courter, G Marquis . Microsoft Office 2000: Professional Edition. BPB.
2. Koers, D . Microsoft Office XP Fast and Easy. PHI.
3. Nelson, S L and Kelly, J Office XP: The Complete Reference. Tata McGraw-Hill.