SWARNANDHRA
COLLEGE OF ENGINEEERIN G AND TECHNOLGY
(AUTONOMOUS)

SEETHARAMPURAM, NARSAPUR-534280, WG- DT, AP

DEPARTMENT OF BACHELOR OF COMPUTER APPLICATIONS(Honours)

TEACHING PLAN

Course Code	Course Title	Year / Sem.	Branch	Contact Hr/ week	Academic Year
24BC1L02	OFFICE AUTOMATION TOOLS LAB	I/I	BCA	3	2025-26

Course Objectives:

● To introduce the environment of GUI in Ms-Word and its features.

● To introduce the fundamental concepts using Ms-Word and its features to make it more useful.

● To provide hands-on use of Word, Excel and PowerPoint.

Course Outcomes (Cos): At the end of the course, student will able to

CO No	Course Outcome	Knowledge Level(K)#
CO1	Understand the basic components and peripherals of a computer, including the CPU, and perform tasks such as assembling/disassembling a PC and installing operating systems.	K2
CO2	Apply knowledge of basic office tools such as Microsoft Word, Excel, and PowerPoint to create and format professional documents, spreadsheets, and presentations.	K3
CO3	Develop skills in advanced document handling techniques such as mail merge, document formatting, and the use of tables for various professional purposes.	K4
CO4	Analyze and manage data in spreadsheets using formulas, sorting, filtering, and chart generation for effective data presentation and decision-making.	K4
CO5	Demonstrate effective presentation skills by creating presentations with transitions, animations, custom layouts, and the use of graphical elements to enhance content delivery.	K3

S.No	Program	Proposed Number of Labs
1	**Task 1:** Identify the peripherals of a computer, components in a CPU and its functions. Draw the block diagram of the CPU along with the configuration of each peripheral and submit to your instructor. **Task 2:** Every student should disassemble and assemble the PC back to working condition.	1
2	**Task 3:** Installation of MS windows on the personal computer. **Task 4:** Search Engines & Netiquette: Students should know what search engines are and how to use the search engines. A few topics would be given to the students for which they need to search on Google. This should be demonstrated to the instructors by the student.	1
3	**Task 5:** Creation of Gmail account, accessing Google Drive including Google Docs **Task 6:** Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area. (*Similar Letters).	1
4	**Task 7:** Create a document to share your experience of your recent vacation with family. **Task 8:** Create a document to send a holiday intimation to all the parents at time about Dasara Vacation.(using mail	1
5	**Task 9:** Create a document to create Time Table of you class using tables. **Task 10:** Create a table with following columns and display the result in separate cells for the following ✓ ☐ Emp Name, Basic pay, DA, HRA, Total salary. ✓ ☐ Sort all the employees in ascending order with the name as the key ✓ ☐ Calculate the total salary of the employee ✓ ☐ Calculate the Grand total salary of the employee	1

6	**Task 11:** Create two pages of curriculum vitae of a graduate with the following specifications 1. Table to show qualifications with proper headings 2. Appropriate left and right margins 3. Format ½page using two-column approach about yourself 4. Name on each page at the top right side 5. Page no. in the footer on the right side **Task 12:** Create a letter as the main document and create 10 records for the 10 persons. Use mail merge to create letter for selected persons among 10	1
7	**Task 13:** Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class. **Task 14:** Create a Worksheet with employee no, name, job, salaries of 10 employees, calculate DA,TA,HRA ,Gross Salary and Net Salary. ✓ Find the sum of HRA"s of Total employees. ✓ Find the average DA ✓ Display the Maximum salary of the employee.	1
8	**Task 15:** Prepare a chart with height and weights of you class mates in at least 3 types of charts. **Task 16:** Demonstrate the use of Filter with the attendance data of your class. **Task 17:** Prepare a presentation with your achievements and experiences in College.	1
9	**Task 18:** Create a Presentation of your organization with pictures, clip arts and animations **Task 19:** Create a presentation using templates. **Task 20:** Create a Custom layout or Slide Master for professional presentation.	1
10	**Task 21:** Create a presentation with slide transitions and animation effects. **Task 22:** Create a table in PPT and apply graphical representation.	1

Y. Sai Swarupa

Faculty   Head of the Department   Principal