GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION
GOVERNMENT TECHNICAL EXAMINATIONS

CERTIFICATE COURSE
IN
COMPUTER ON OFFICE AUTOMATION

SYLLABUS
CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION
SYLLABUS

UNIT 1: BASICS OF COMPUTER

UNIT 2: OPERATING SYSTEMS
MS-WINDOWS & LINUX

UNIT 3: OFFICE APPLICATIONS – I
MS OFFICE: MS-WORD
OPEN OFFICE: WRITER

UNIT 4: OFFICE APPLICATIONS - II
MS OFFICE: MS-EXCEL
OPEN OFFICE: CALC & MATH

UNIT 5: OFFICE APPLICATIONS - III
MS OFFICE: MS-ACCESS
OPEN OFFICE: BASE

UNIT 6: OFFICE APPLICATIONS - IV
MS OFFICE: MS-POWER POINT
OPEN OFFICE: IMPRESS

UNIT 7: INTERNET & ADVANCED COMMUNICATION

Note:
1. A candidate has to complete a minimum of 120 hrs. of training.
2. MS-OFFICE 2007, Linux EduBoss-3.0 and OPEN OFFICE 3.2 to be followed for Theory and Practical Examinations.
3. No Course Material will be prepared and supplied by DOTE
4. The weightage for Theory and Practical Examinations as follows.
   a. MS WINDOWS and MS OFFICE - 70%
   b. LINUX and OPEN OFFICE - 30%

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UNIT 1: BASICS OF COMPUTER


Computer Networks: Data Communications –Types of Computer Networks – Local Area Networks & Wide Area Networks.

UNIT 2: OPERATING SYSTEMS

Windows:

Linux:

**Linux Programming & Administration:** Introduction to Linux – Features of Linux – Components of Linux – Linux process and Thread Management – File Management System; **Linux Commands and Utilities** – cat, tail, cmp, diff, wc, sort, mkdir, cd, rmdir, pwd, cp, more, passwd, who, whoami, mv, chmod, kill, write, wall, merge, mail, news – pipes, filters and redirection utilities; **System Administration:** Installing Linux – Booting the system – Maintaining user accounts – File systems and special files – Backups and restoration.

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**UNIT 3 OFFICE APPLICATIONS**

**Introduction to MS Office - MS Word and Open Office – Writer:**


**Free Open Source Software:**

**OPEN OFFICE - WRITER:** Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents - Operating with MS Word documents.
Introduction to MS Office – MS Excel and Open Office – Calc:


**OpenOffice-Calc - Introduction** – Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts – Operating with MS Excel documents, which are already created and saved in MS Excel.

Introduction to MS Office-MS Access and Open Office-Base:

**MS Access:** Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing & Print Preview – Importing data from other databases viz. MS Excel etc.
OpenOffice-Base – Introduction- Database Concepts – Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing and Printing preview – Operating with other databases i.e. MS Access etc.

UNIT 6
OFFICE APPLICATIONS - IV

Introduction to MS Office-MS Power Point and Open Office-Impress:
Printing Handouts, Generating Standalone Presentation viewer.

OpenOffice-Impress - Introduction – Creating Presentation, Saving Presentation Files, Master Templates & Re-usability, Slide Transition, Making Presentation CDs, Printing Handouts – Operating with MS Power Point files / slides.

UNIT 7
INTERNET & ADVANCED COMMUNICATION

Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web-Addressing-URL-Different types of Internet Connections; Dial up connection, Broad band ( ISDN, DSL, Cable), Wireless ( Wi-Fi, WiMax, Satellite, Mobile) naming convention, browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

Introduction to various devices & Applications: Other than the computers, (electronic gadgets), which are widely using by executives in the Offices – Tablet, Smart Phone – concept of mobile phone and Tablet and their uses – Various applications using by Tablets and Smart Phones such as UC browser, WhatsApp, Maps, Skype.

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SUGGESTED HANDS ON EXERCISES

1. Starting the Windows
   - Starting a program, running a program
   - Running multiple programs and switching between windows
   - Customizing the Task bar
   - Recycle bin, restoring the deleted files

2. Creating and removing folders
   - Making the taskbar wider, arranging icons on the Desktop
   - Displaying and hiding the taskbar clock
   - Controlling the size of start menu options
   - Creating Shortcuts.

3. Installing a screen saver
   - Assigning a wallpaper to Desktop
   - Adding a program to the start menu
   - Adding a program shortcut in the Desktop
   - Customizing the mouse settings

4. Expanding and collapsing a folder
   - Recognizing File types using icons
   - Running a program from explorer
   - Renaming a file or folder
   - Sorting a folder

5. Displaying the properties for a file or folder
   - Using cut and paste operations to move a file
   - Using copy and paste operations to copy a file
   - Moving and copying files with mouse
   - Searching a file or folder by using search command

6. Finding a file or folder, by name
   - Defragmenting the disk, using disk defragmenter
   - Controlling the speaker volume
   - Recording and saving an audio file
   - Connecting a printer to the PC

7. Booting Linux, Maintaining User accounts
   - Creating folders, renaming folders and files
   - Copying, moving, deleting files
   - Taking backups and restoration of files
   - Practicing the commands like passwd, who, whoami, kill, write etc.
   Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

9. Preparing a news letter:
   To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.

10. Creating and using styles and templates
   To create a style and apply that style in a document
   To create a template for the styles created and assemble the styles for the template.

11. Creating and editing the table
    To create a table using table menu
    To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
    To create a simple statement for math calculations viz. Totalling the column.

12. Creating numbered lists and bulleted lists
    To create numbered list with different formats (with numbers, alphabets, roman letters)
    To create a bulleted list with different bullet characters.

13. Printing envelopes and mail merge.
    To print envelopes with from addresses and to addresses
    To use mail merge facility for sending a circular letter to many persons
    To use mail merge facility for printing mailing labels.

14. Using the special features of word
    To find and replace the text
    To spell check and correct.
    To generate table of contents for a document
    To prepare index for a document.

15. Create an advertisement
    Prepare a resume.
    Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.

16. Using formulas and functions:
    To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).
    Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).

17. Operating on the sheets:
    Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data.

18. Creating a Chart:
    To create a chart for comparing the monthly sales of a company in different branch offices.
19. Using the data consolidate command:
   To use the data consolidate command to calculate the total amount budgeted for all departments
   (wages, travel and entertainment, office supplies and so on) or to calculate the average amount
   budgeted for – say, department office expenses.

20. Sorting Data, Filtering Data and creation of Pivot tables.

**SUGGESTED HANDS ON EXERCISES**

**OFFICE APPLICATIONS - III**

21. Creating Student’s address Database and then list the data on the screen in alphabetical order.

22. Performing various queries.

23. Generating Query in Access

24. Generating the Report from Database

25. Importing and exporting data.

**SUGGESTED HANDS ON EXERCISES**

**OFFICE APPLICATIONS - IV**

26. Creating a new Presentation based on a template – using Auto content wizard, design template
   and Plain blank presentation.

27. Creating a Presentation with Slide Transition – Automatic and Manual with different effects.

28. Creating a Presentation applying Custom Animation effects –
   Applying multiple effects to the same object and changing to a different effect and removing
   effects.

29. Creating and Printing handouts.

**SUGGESTED HANDS ON EXERCISES**

**OFFICE APPLICATIONS - V**

30. Searching for a web site / application / text documents viewing and downloading.

31. Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering
   and forwarding

32. Operating on a Tablet / Smart Phone - browsing and practising on some important
   applications (UcBrowser, Skype) - operating on internet – creating and sending messages /
   mails using the applications like WhatsApp and WeChat - downloading text and media files
   and video conferencing using Skype.

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Computer on Office Automation

SCHEME OF VALUATION AND PATTERN OF QUESTION PAPER

THEORY EXAMINATION

Time: 2 Hrs.  Max. Marks: 100  Min. Marks to pass: 40

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of the Questions</th>
<th>No of Questions</th>
<th>Marks per Question</th>
<th>Total marks for this division</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fill in the blanks</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2.</td>
<td>Matching the pairs</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Multiple choice questions</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>True or False</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>One or Two line descriptive type questions</td>
<td>15</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Short answer descriptive type questions</td>
<td>6</td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>(Each question will have two subdivisions out of which one has to be answered)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

PRACTICAL EXAMINATION

Time: 2 Hrs.  Max. Marks: 100  Min. Marks to pass: 50

Distribution of Marks: In the Practical Examination, Question Paper should be in two Parts i.e. Part A comprising 3 questions and Part B comprising 2 questions.

i. Part A : 30 Marks
ii. Part B : 60 Marks
iii. Viva-voce : 05 Marks
iv. Record Note : 05 Marks

Total : 100 Marks

Note: Record Note should be hand written. Each exercise should state clearly the aim of the exercise, Procedure followed (how to do the exercise, sequence of steps) and its Output.

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Suggested reading and reference books:

1. Fundamentals of computers - V.Rajaraman - Prentice- Hall of India


11. Computer & Internet Basics Step-by-Step - Etc-end the Clutter - Infinity Publishing


13. https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf (For EduBOSS3.0)
