



SANATAN DHARMA COLLEGE, AMBALA CANTT

College with Potential for Excellence, UGC, New Delhi
NAAC Accredited Grade "A+" with CGPA 3.51 in 3rd cycle
ISO 9001:2015 & ISO 14001:2015 Certified



Department of Computer Science

Lesson Plan (Session 2022-2023)

Class: BCA

Sem: II

Course Code: 124

Nomenclature: Office Automation Tools

Dates: 2 Feb, 2023- 14 May, 2023

SYLLABUS

BCA 124 Office Automation Tools

Maximum Marks: 100

Minimum Pass Marks: 35

Time: 3 hours

External: 80

Internal: 20

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
- (Microsoft Office – Complete Reference – BPB Publication
(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.

Course Outcomes

After the completion of this course, prospective Computer professionals will have the ability to

Semester –II Course: BCA 124 Office Automation Tools At the end of course student should be able to:	
CO-1	Differentiate different DTP packages
CO-2	Design publication in Page maker
CO-3	Editing publication in Page maker
CO-4	Design, Edit & format Document in MS Word
CO-5	Proofing Document
CO-6	Creating Bookmarks
CO-7	Write letters using mail merge
CO-8	Design tables
CO-9	Perform File Management
CO-10	Printing Document
CO-11	Using Styles, linking and embedding object.
CO-12	Designing effective and automated presentations using MS Power point
CO-13	Making use of Animations, Sounds and animated pictures in presentations.

S.No	Instructional Technique	Assessment Methods (AM)
1	Chalk & Talk	Assignments
2	ICT tools	Quiz
3	Group discussions	Group Discussions
4	Industrial visit	Oral Tests
5	Case studies	Sessional
6	Small Projects	Presentations
7	Workshop	Seminar
8	Spoken Tutorials	University Exams
9	Flipped Class	
10.	E-Resources	

Detailed Lesson Plan SEC A

Date	Topics to be covered	Instructional Technique	Assessment Method
02.02.2023	Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP	1	1,2,3,4
03.02.2023	An Overview and comparison between DTP packages, Common features of DTP	1	1,2,3,4
04.02.2023	Introduction to Page Maker: Features, System Requirements	1	1
05.02.2023	SUNDAY		
09.02.2023	Components of Page Maker Window	2-(PPT/Projector)	1,2,3,4
10.02.2023	Introduction to Menu and Toolbars	2-(PPT/Projector)	1,2,3,4
11.02.2023	Toolbars	2-(PPT/Projector)	1,2,3,4
12.02.2023	SUNDAY		
16.02.2023	PageMaker Preferences	2-(PPT/Projector)	1,2,3,4
17.02.2023	Revision		
18.02.2023	Starting PageMaker	1	1,2,3,4
19.02.2023	SUNDAY		
23.02.2023	Setting Page size, Placing the text Formatting the text	2-(PPT/Projector)	1,2,3,4
24.02.2023	Character Specification Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing	2-(PPT/Projector)	1,2,3,4
25.02.2023	Indents/Tabs, Define Styles		
26.02.2023	SUNDAY		
02.03.2023	Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication		
03.03.2023	Open a publication ,Story editor, Find and change the text	8,10,2	1,2,3,4,
04.03.2023	Change character and Paragraph attributes	8,10,2	1,2,3,4,
05.03.2023	SUNDAY		
16.03.2023	spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple	6	1,2,3,4

17.03.2023	Working with columns	1	6
18.03.2023	Introduction to Office Automation, Creating & Editing Document	2-(PPT/Projector)	
19.03.2023	SUNDAY		
23.03.2023	HOLIDAY		
24.03.2023	Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool	2-(PPT/Projector)	1,2,3,4
25.03.2023	Document Dictionary, Page Formatting	2-(PPT/Projector)	1,2,3,4
26.03.2023	SUNDAY		
30.03.2023	HOLIDAY		
31.03.2023	Bookmark		
01.04.2023	Advance Features of Word-Mail Merge	6	1,2,3,4
02.04.2023	SUNDAY		
06.04.2023	Macros, Tables, File Management	2-(PPT/Projector)	1,2,3,4
07.04.2023	Printing, Styles, linking and embedding object	2-(PPT/Projector)	1,2,3,4
08.04.2023	Sessional	2-(PPT/Projector)	1,2,3,4
09.04.2023	SUNDAY		
13.04.2023	Presentations Creating	2-(PPT/Projector)	
14.04.2023	HOLIDAY		
15.04.2023	Manipulating & Enhancing Slides	9,10	1,2,3,4
16.04.2023	SUNDAY		
20.04.2023	Revision		
21.04.2023	Organizational Charts, Excel Charts	2-(PPT/Projector)	1,2,3,4
22.04.2023	Holiday		
23.04.2023	SUNDAY		
27.04.2023	Word Art, Layering art Objects	2-(PPT/Projector)	1,2,3,4

28.04.2023	Doubts	2-(PPT/Projector)	
29.04.2023	Animations and Sounds	2-(PPT/Projector)	1,2,3,4
30.04.2023	SUNDAY		
04.05.2023	Inserting Animated Pictures	2-(PPT/Projector)	1,2,3,4
05.05.2023	Accessing through Object	2-(PPT/Projector)	1,2,3,4
06.05.2023	Inserting Recorded Sound Effect		
07.05.2023	SUNDAY		
11.05.2023	In-Built Sound Effect		
12.05.2023	Revision of Previous Years Question Papers		
13.05.2023	Revision of Previous Years Question Papers		
14.05.2023	SUNDAY		

Detailed Lesson Plan SEC B

Date	Topics to be Covered	Instructional Technique	Assessment Method
01.02.2023	Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP	1	1,2,3,4
05.02.2023	SUNDAY		
06.02.2023	An Overview and comparison between DTP packages, Common features of DTP	1	1
07.02.2023	Introduction to Page Maker: Features, System Requirements	1	1,2,3,4
08.02.2023	Components of Page Maker Window	2-(PPT/Projector)	1,2,3,4
12.02.2023	SUNDAY		
13.02.2023	Introduction to Menu and Toolbars	2-(PPT/Projector)	1,2,3,4
14.02.2023	Toolbars	1	1,2,3,4
15.02.2023	PageMaker Preferences	2-(PPT/Projector)	1,2,3,4
19.02.2023	SUNDAY		
20.02.2023	Revision		
21.02.2023	Starting PageMaker	2-(PPT/Projector)	1,2,3,4
22.02.2023	Setting Page size, Placing the text Formatting the text	2-(PPT/Projector)	1,2,3,4

26.02.2023	SUNDAY		
27.02.2023	Character Specification Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing	1	1,2,3,4
28.02.2023	Indents/Tabs, Define Styles	2-(PPT/Projector)	1,2,3,4
01.03.2023	Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication	9	1,2,3,4,6
05.03.2023	SUNDAY		
06.03.2023	HOLI VACATIONS		
07.03.2023			
08.03.2023			
09.03.2023			
10.03.2023			
11.03.2023			
12.03.2023	SUNDAY		
13.03.2023	Open a publication ,Story editor, Find and change the text	1	1,2,3,4
14.03.2023	Change character and Paragraph attributes	2-(PPT/Projector)	1,2,3,4
15.03.2023	spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple	2-(PPT/Projector)	1,2,3,4
19.03.2023	SUNDAY		
20.03.2023	Working with columns	2-(PPT/Projector)	1,2,3,4
21.03.2023	Introduction to Office Automation, Creating & Editing Document	6	1,2,3,4
22.03.2023	Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool		4
26.03.2023	SUNDAY		
27.03.2023	Document Dictionary, Page Formatting	2-(PPT/Projector)	1,2,3,4
28.03.2023	Bookmark	1	1,2,3,4
29.03.2023	Advance Features of Word-Mail Merge	2-(PPT/Projector)	1,2,3,4
02.04.2023	SUNDAY		
03.04.2023	Macros, Tables, File Management	2-(PPT/Projector)	1,2,3,4
04.04.2023	HOLIDAY		
05.04.2023	Printing, Styles, linking and embedding object	9,10	1,2,3,4
09.04.2023	SUNDAY		

10.04.2023	Revision	1	1,2,3,4
11.04.2023	Organizational Charts, Excel Charts	1	1,2,3,4
12.04.2023	Word Art, Layering art Objects	1	1,2,3,4
16.04.2023	SUNDAY		
17.04.2023	Doubts	1	1,2,3,4
18.04.2023	Animations and Sounds	2-(PPT/Projector)	1,2,3,4
19.04.2023	Inserting Animated Pictures	1	1,2,3,4
23.04.2023	SUNDAY		1,2,3,4
24.04.2023	Accessing through Object	2-(PPT/Projector)	1,2,3,4
25.04.2023	Accessing through Object	6	1,2,3,4
26.04.2023	Revision	2-(PPT/Projector)	1,2,3,4
30.04.2023	SUNDAY		
01.05.2023	Inserting Recorded Sound Effect	2-(PPT/Projector)	1,2,3,4
02.05.2023	Doubts	2-(PPT/Projector)	1,2,3,4
03.05.2023	Revision	1	1,2,3,4
07.05.2023	SUNDAY		
08.05.2023	In-Built Sound Effect	1	1,2,3,4
09.05.2023	In-Built Sound Effect	1	1,2,3,4
10.05.2023	Revision		4
14.05.2023	SUNDAY		
15.05.2023	Revision of Previous Years Question Papers		4
16.05.2023	Revision of Previous Years Question Papers		4
17.05.2023	Revision of Previous Years Question Papers		4

	Teacher Incharge	Head of the Department
Name	Kamna Billus	Dr. Girdhar Gopal
Sign with Date		