

ADIKAVI NANNAYA UNIVERSITY : RAJAMAHEDNRAVARAM
CBCS SEMESTER SYSTEM
III SEMESTER : OFFICE AUTOMATION TOOLS
COMMON FOR B.A(CA) and B.Com (CA)
w.e. from 2016-17 Admitted Batch

Unit- I: MS-Excel: features of Ms-Excel, Parts of MS-Excel window, entering and editing data in worksheet, number formatting in excel, different cell references, how to enter and edit formula in excel, auto fill and custom fill, printing options.

Unit-II: Formatting options: Different formatting options, change row height, formulae and functions, excel names. Functions: Meaning and advantages of functions, different types of functions available in Excel, financial functions, date and time, engineering, statistical, math and trig, logical, text, information, look up and reference functions, operators in excel, Database functions.

Unit-III: Charts: Different types of charts, Parts of chart, chart creation using wizard, chart operations, data maps, graphs, data sorting, filtering. Excel sub totals, scenarios, what-if analysis Macro; Meaning and advantages of Macros, creation, editing and deletion of macros Creating a macro, how to run, how to delete a macro.

Unit-IV: MS Access: Creating a Simple Database and Tables: Features of Ms-Access, Creating a Database, Parts of Access, Data Types and properties, adding, deleting fields, renaming the fields in a table. Tables: table creation using design view, table wizard, data sheet view, import table, link table. Forms: The Form Wizard, design view, columnar, tabular, data sheet, chart wizard.

Unit- V: Finding, Sorting and Displaying Data: Queries and Dynasts, Creating and using select queries, Returning to the Query Design, Multilevel sorts, Finding incomplete matches, showing All records after a Query, saving queries Crosstab Queries. **Printing Reports:** Simple table. Form and Database Printing, Defining advanced Reports, Manual Reporting, Properties in Reports, Saving Reports. **Relational Databases:** Flat Versus Relational, Types of Relationships, Viewing Relationships, Defining and Redefining Relationships, Creating and Deleting Relationships.

Reference Books:

1. Ron Mansfield, Workirfg in Microsoft Office, Tlala McGraw Htll(200S)
2. Ed Bott, Woody Leonhard, Using Microsoft Office 2007, Pearson Education(2007)
3. Sanjay Saxsena, Microsoft Office, 4.Microsoft Office, BPB Publications