

# Skill Based Programme

## Computer Awareness:

### Office Automation

2021-22

Class :- For all MA/M.Com/MSc I<sup>st</sup> Semester

#### Unit-I

**MS-Office Word** -Introduction of MS-Office, Anatomy of MS Word ,creating new document, open existing document, saving, closing document, formatting with text, find & replacing text, Exporting file into PDF, What is mail merge, How to do the Mail Merge.

#### Unit II

**MS-Office Excel**- Introduction of MS Excel, Interface of Excel Application, Applications of Excel, Concept of workbook & worksheet, data visualization using charts, mathematical functions, filters in excel, pivot table in excel, cell referencing : absolute and relative.

#### Unit III

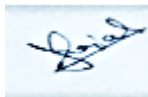
**MS-Office Powerpoint** - Introduction of Powerpoint, Anatomy of Powerpoint , applications of Powerpoint, Inserting new slides, different slide layouts, inserting table, slide transition, animation in slide.

#### Unit IV

**Designing & Processing**-Overview of Photoshop, Concept of White, background & Layer, basic operations on image - Altering size, Working of tools, stroke, changing of mode of an image , effects on image by adjustment, flatten image, Filtration of image .

#### Unit V

**How To Safeguard Your Digital Data From Cyber Criminal** What is Cyber Crime, Working of Cyber Criminal, Threat and Attack, Prevention and Protection. Fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and loss of confidential information, hacking attacks, and social engineering.



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