Certificate Course in Office Automation and E-Governance Curriculum

1. WINDOWS
Introduction, Basic Elements of Windows, Window Explorer, Creation of Folders and Shortcuts, Control Panel, Finding of Files and Customizing the Window.

2. MS Word: Introduction, Menus, Shortcuts, Document types, Working with documents, Opening, Saving, Closing, Editing Document, Using toolbars, Formatting Document Setting font, paragraph, Spell check, Mail merge**.**

3. MS Power Point: Introduction, Presentation templates, presentation layout, creating presentation, setting presentation style, adding text, Formatting- Adding style, color, gradient fills, arranging objects.

4. MS Excel: Introduction, Spread sheet application, Menus, Toolbars and icons, Spreadsheet Opening, saving, closing, setting margins, spread sheet addressing, find, search, replace, inserting data cells, columns, rows and sheet, Computation Data, Setting formula.

5. Internet & E-governance Internet tools: E-mail: Anatomy of e-mail, e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account, Web mail, Case study: Yahoo Mail, Outlook express. FTP, ftp commands, ftp software, Telnet, using telnet, Web pages, HTML, basics of HTML. MS Front page: Page Properties ,Text, Hyperlinks, Tables ,Graphics and Pictures ,Miscellaneous, Shared borders, Navigation bars, Cascading Style Sheets, Themes , Frames ,Components ,Forms, create web site. Uploading and downloading files. Portals, creating portals, digital signature, computer virus and antivirus software

6. E-governance: E-government, need of e-governance, e-assistance, e-democracy, e-administration, citizen services, e-procurement, Mobile government, Law and policies, IT Act, Right for Information Act, Introduction to various TAX Payable, Purchase & Tender procedures and E-filing of Information. E-governance implementations: Software and Hardware required for Egovernance Implementation, E-governance in a Small Office, Web Portal for E-governance , E-governance for Public utilities, E-governance in a Medium Enterprise, E-governance & Finance, E-Tender & Web Egovernance efforts of State Government of Punjab

References
- Professional Office Procedure by Susan H Cooperman, Printice Hall Information
- Public Information Technology and E-Governance: Managing the Virtual State (Paperback) by G. David Garso

LAB Curriculum Syllabus

1. MS-WORD
Activity 1:
  i.   Create, open, save and close a document.
  ii. Typing, copying, moving and deleting data in word document.
  iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special.

Activity 2:
  Formatting of data in word Document: -
  i.   Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
  ii. Text Alignment and character spacing.
  iii. Indention and line spacing.
  iv. Border and shading.
  v.   Bullets and Numbering

Activity 3:
  i.   Find and replace and data sorting in a document.
  ii. Protect your document.
  iii. Add chart in word document. Create different types of charts in word.
  iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in MS-Word.

Activity 4:
  i.   Set Page Color, Page Border, Themes, and Watermarks in MS-Word.
  ii.   Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
  iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap, Hyperlink, Equation etc. in word document

Activity 5:
  i.   Arranging, splitting windows in MS- word?
  ii.   Perform Mail-merge in MS-word.
  iii. Create and run Macros in MS-Word.
  iv.   Set the print properties of a word document.

2. POWERPOINT
Activity 1:
  i.   Create, open, save and close a Presentation.
  ii. Typing, copying, moving and deleting data in presentation.
  iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:
Formatting of data in slides: -
  i.   Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
  ii. Text Alignment and character spacing.
  iii. Indention and line spacing.
  iv. Border and shading.
  v.   Bullets and Numbering

Activity 3:
  i.   Set a size, margin, orientation of slides in PowerPoint.
  ii.   Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box etc. in your presentation.

Activity 4:
  i.   Adding Animation and Transition Effects in Slides, Understanding Slide Show

ii.   Presentation Views, Understanding Formatting commands in PowerPoint
Activity 5:
i. Create and run Macros in PowerPoint.
ii. Arranging, splitting windows in MS-PowerPoint.

3. **MS Excel**

Activity 1:
i. Create, open, save and close work book.
ii. Create a new worksheet, renaming and moving sheet.
iii. Entering, copying, moving and deleting data in cells and worksheets.
iv. Insert and delete cells, columns and rows in MS-Excel.

Activity 2:
Formatting of data in cells: -
i. Text formatting (font size, font style, font color, Cell border etc.)
ii. Text Alignment.
iii. Text Orientation, Text Direction, Text Control.

Activity 3:
i. Find and replace data in a sheet.
ii. Perform data sorting and data filtering in MS-Excel.
iii. Protect your Worksheet and Workbook.
iv. Enter and perform some basic formulas in MS-excel.

Activity 4:
i.   Perform some basic Functions in MS-Excel.
ii.   Create a chart in MS-Excel.
iii. Create different types of Charts in excel.
iv.   Set a size, margin, orientation of page in MS-Excel.
v.   The print properties of a worksheet in MS-Excel.

Activity 5:
i.   Hide and unhide row and column in MS-Excel.
ii.   Set column width and row height in MS-Excel.
iii.   Adding text Box, header/footers, and pictures.

and special symbols in your worksheet.
iv. Arranging, splitting and hiding windows in MS-Excel. And also freezing panes Create and run Macros in MS-Excel.